



To
The Head of School,
Sachdeva Global School
Sec-18A, Phase-II
Dwarka-110078

Date: _____

Subject: School Leaving Certificate Request Form

Dear Ma'am,

I _____ F/o/M/o _____ of Class _____
Sec _____ Admission Number _____ would like to apply for the school leaving
certificate for my ward. We need the school leaving certificate

_____ (reason).

Request you to issue the same to my ward w.e.f. _____.

I assure that I have cleared all dues for my ward till _____.

Mob: _____

(PARENT SIGNATURE)

Mob: _____

For Office Use Only

I confirm that _____ of Class _____ Sec _____

Admission Number _____ has cleared all the dues until _____.

(Accounts Officer)

School Leaving Certificate Request Approved (Yes/No)

(Head of School)