



# INDUS VALLEY WORLD SCHOOL

488,AJOYNAGAR , E.M.BYEPASS, KOLKATA- 700094

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## PARENT REQUEST FORM

FIELD MARKED WITH (\*) IS MANDATORY

				DATE *:	
STUDENT NAME *					
STUDENT ID *	/	CLASS *		SECTION *	
CONTACT NO *					

### (A) (i) CHANGE IN CONTACT DETAILS (FATHER)

PHONE NO		EMAIL	
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### (ii) CHANGE IN CONTACT DETAILS (MOTHER)

PHONE NO		EMAIL	
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### (iii) CONTACT DETAILS OF PARENT / GUARDIAN FOR SMS / EMAIL COMMUNICATION WITH SCHOOL.

NAME	RELATIONSHIP WITH STUDENT		
PHONE NO		EMAIL	

### (B) CHANGE OF ADDRESS

ADDRESS	

### (C) BUS WITHDRAWAL / CHANGE OF PICKUP POINT / CHANGE OF DROP POINT (TICK APPROPRIATE OPTION)

DATE OF LEAVING	
REASON FOR LEAVING	
PICKUP POINT	
DROP POINT	

### (D) CHANGE IN SHIFT / STREAM / 2ND LANGUAGE / 3RD LANGUAGE (TICK APPROPRIATE OPTION)

NEW SHIFT/STREAM			
CHANGE IN LANGUAGE			
2ND LANGUAGE		3RD LANGUAGE	

### (E) TRANSFER CERTIFICATE

(BOTH THE PARENTS SIGNATURE IS MANDATORY FOR TC APPLICATION)

DATE OF WITHDRAWAL	
REASON FOR WITHDRAWAL	
FEEDBACK (IF ANY)	

### (F) DUPLICATE ID/ESCORT/BAG ID CARD/ FEE BOOK (REASON) /ANY KIND OF SPECIAL CHANGES ( WITH SUPPORTING DOCUMENTS)

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FATHER'S SIGNATURE

NAME:  
(IN BLOCK LETTERS)

.....  
MOTHER'S SIGNATURE

NAME:  
(IN BLOCK LETTERS)

Office Use:

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PRINCIPAL'S SIGNATURE

Library Clearance (for TC):

Remarks:.....

Librarian's Signature:.....

Date:.....

Accounts (for TC):

Fee clearance Status:.....

Signature:.....

Date:.....