

WHEN STUDENT GETS TRANSFER CERTIFICATE

1. When somebody applies for TC, the application comes to class teachers also. Therefore, you are aware that which student is going on TC.
2. Name of that students has to be deleted from the web application. But, before deleting the name class teacher should follow these steps. Never delete any student record blindly. Once deleted record will not be recovered back.
3. **Step-A:** Download student profile in PDF and all report cards [in PDF format] whose exam has been completed.
4. **Step-B:** Send those student profile and report cards to parent email, your personal email and school email. Send the PDF report card as attachment.
5. **Step-C:** Take two copies print out of report cards. Get it signed by the Principal. Hand over one copy of report cards to parent. And keep another copy with you for record or submit another copy of report cards to Examination Dept.
6. This is just to ensure that the parent does come again and again to school for report card. Report card should be given at the time of TC itself in both soft copy [through email] and hard copy.
7. Delete the record when TC has been signed and issued by the Principal. Do not delete merely seeing the TC application.
