

**The Principal
Scholars Global School
Bahadurgarh**

Subject :- Request for Defferment of Fee payment deadline

Respected Madam,

Respectfully, This is to submit that I, _____ Father/Mother/Guardian of
Master/Miss _____ studying in class _____ of section _____.

I want to request you to deffer Fee payment deadline as:

_____.

Hope that you'll pay heed to my request and do the possible at the earliest. I'll be highly obliged to you.

Thanks

Regards

Sign :- _____

Name :- _____

Phone Numbers :- _____

☐ Recommended by : _____

☐ Sanctioned by : _____

☐ Account's Signature: _____

Principal's Signature : _____

Comments : _____

The Principal

Scholars Global School

Bahadurgarh

Subject :- Issuing / Withdrawing D.O.B. Certificate / Character Certificate / Bonafide Certificate
/ Other Certificate (Original/copy)/Letter of Recommendation

Respected Madam,

Respectfully, This is to submit that I, _____ Father/Mother/Guardian of
Master/Miss _____ studying in class _____ of section _____.

(Note :- choose the correct reason what you're willing to convey)

I want to request you to issue/withdraw _____ certificate (original/copy) which I need
because _____

In case of withdrawing Birth Certificate :

Hope that you'll pay heed to my request and do the possible at the earliest. I'll be highly obliged
to you. I will return the documents by _____.

Thanks

Regards

Sign :- _____

Name :- _____

Phone Numbers :- _____

☐ Front Office Signature: _____

Principal's Signature : _____

Comments : _____

The Principal**Scholars Global School****Bahadurgarh**

Subject :- (1) Avail Transport ☐ / Discontinue Transport ☐
(2) Route - Address change (Temporary) ☐
(3) Route - Address change (Permanent) ☐
(4) Others ☐

Respected Madam,

Respectfully, This is to submit that I, _____ Father/Mother/Guardian of
Master/Miss _____ studying in class/Sec. _____ Existing Route No. _____
.Existing Address _____

(Note :- choose the correct reason what you're willing to convey)

1) I want to proclaim that my ward is **availing /not availing** School Transport.

Now I want to **Discontinue / avail** school transport facility for my ward. He/ She will come from

(Address) _____

To be filled by Admin

Route No. ____ SLAB : ____ Bus Stop _____

2) I want to proclaim that my ward is **availing** School Transport.

As I am **Temporarily** shifting to new address _____

So, I request you to change the route of my ward. From (date) _____ to _____.

Route No. ____ SLAB : ____ Bus Stop _____

3) I want to proclaim that my ward is availing School Transport (Existing Route No. ____). As

I am **Permanently** shifting to new address _____.

So, I request you to change the route of my ward.

New Route No. ____ SLAB : ____ Bus Stop _____

4) Others _____

Hope that you'll pay heed to my request and do the possible at the earliest. I'll be highly obliged to you.
Thanks & Regards

Sign :- _____

Name :- _____

Phone Numbers :- _____.

☐ Admin: _____

☐ Accounts : _____

☐ F2 : _____ Class Teacher _____

☐ Transport Incharge : _____

☐ Bus Attendance Register (Existing) : ____ (New) ____

Principal's Signature : _____

Comments : _____

The Principal**Scholars Global School****Bahadurgarh****Subject :-**Change Phone No./Change Section/Change D.O.B./Change in Name /Leave Application / Others**Respected Madam,**

Respectfully, This is to submit that I, _____ Father/Mother/Guardian of Master/Miss
_____ studying in class _____ of section _____.

(Note :- choose the correct reason what you're willing to convey)**1) Please note the change in Phone Number w.e.f.** _____

Old Phone No. to be removed from records _____ New Phone No. _____

2) Please note the change in D.O.B. w.e.f. _____

Old DOB _____ New DOB _____ Supporting Document _____

3) Please Change Section for my ward (Specify reason) _____**4) Please note the change in Address w.e.f.** _____ Old Address _____

New Address _____ Supporting Document _____

5) Please sanction leave for my ward w.e.f. _____ to _____ as _____**6) Please note the change in Name w.e.f.** _____ Old Name _____ New Name _____**7) Other Requests** _____

Hope that you'll pay heed to my request and do the
possible at the earliest. I'll be highly obliged to you.

Thanks & Regards

Sign :- _____

Name :- _____

Phone Numbers :- _____

Comments : _____

- ☐ F2 : _____
☐ Admin: _____
☐ Class Teacher : _____

Principal's Signature : _____

The Principal
Scholars Global School
Bahadurgarh

Subject :-Request for Issuing of SLC

Respected Madam,

Respectfully, This is to submit that I, _____ Father/Mother/Guardian of
Master/Miss _____ studying in class _____ of section _____.

(Note :- choose the correct reason what you're willing to convey)

I want to request you to issue School Leaving Certificate (SLC) as my ward will not be attending
school w.e.f ____/____/_____. Reason for withdrawing my child is -

Hope that you'll pay heed to my request and do the possible at the earliest. I'll be highly obliged
to you.

Thanks & Regards

Sign of the Parent :- _____

Name of the Parent :- _____

Phone Number :- _____

.....*for office use only*.....

Class Teacher:

- Attendance Status (up to last date attended): _____
- Removal from Attendance Register: _____
- Removal from Broadcast Group: _____

Accounts Department:

- Outstanding Fee Balance (if any): _____
- Sibling Concession Removal: _____

Admin Department:

- Removal from MIS Portal: _____

Transport Department:

- Removal from Bus Attendance Register: _____

IT Department:

- Removal from Microsoft Teams: _____

Front Desk:

- Clearance from All Departments: _____
- Google Drive Entry: _____
- Marked as 'Left' in ERP: _____
- SLC Generation: _____

Principal's Signature : _____

Comments : _____

To

Date: _____

The Principal

The Scholars Global School,

Bahadurgarh

Subject : New ID Card

Dear Madam

I,..... parent of.....

studying in Class..... Section..... Admn. No.....would request

you to kindly issue an additional copy Student I – Card.

(Please tick the reason for request)

(He/She has lost the I-Card) ☐(He/She has damaged the I-Card) ☐

Please find enclosed Rs. 100/- against the payment of additional copy of I – Card.

I understand that this process will take **At least 10** working days due to administrative reasons.

Thank you,

Yours sincerely,

(Name & signature of Parent)

Address:.....

.....

Contact No:.....