



IIS/CIR/102/2022-2023  
19/01/2023

Dear Parent,

*“Greetings from IIS Family”*

Kindly be informed that if you intend to transfer your ward from our school in the next Academic Year (2023-24), you may apply for the Transfer Certificate (TC) **on or before 30<sup>th</sup> January 2023**. You may collect the TC Application Form from the School Reception and submit the form along with the TC charges and copy of child’s Emirates ID at the cash counter. This is applicable for Grade I – IX & XI.

**Note:**

- This is applicable for **Grade X** students who wish to discontinue their studies in Senior Secondary Grade for AY 2023-24. Once TC application is received, the cancelation request will not be accepted by the school.
- For **Grade XII**, all the parents are advised to apply for Transfer Certificate after the students finish their Board Examination 2023.

*Stay safe & healthy!*

**PRINCIPAL**  
**Ms. Qurat Ul Ain**