



**SCHOOL LEAVING CERTIFICATE (LC) APPLICATION  
All Grades**

**Z-5/DPSS/2023-2024/18**

**17/03/2023**

Dear Parents,

We are glad to inform you that new admission in our school for the next academic year (2023-24) has begun and as usual, we are inundated with inquiries and requests for confirming new admissions as early as possible.

As you are aware that admissions in existing grades are granted only against cancellation of seats, thus we would like to hear from you at the earliest; only in case you wish to seek a transfer or cancel your ward's admission with us.

In case you seek a TRANSFER or CANCELLATION of your ward's admission, kindly send us a written communication to that effect, physically or via mail, latest by 22/03/23.

To communicate via email, please drop an e-mail to [contact@dps.in](mailto:contact@dps.in) latest by 22/03/2023 by 10:00 p.m. along with the filled LC application form.

In the event of your communication not reaching us by 22/03/23, we would assume your ward's continuation in school, and any request for cancellation received post 22<sup>nd</sup> March, 2023 would be accepted, only after payment of the 1st Term Fee for the next academic year.

**Warm Regards,**

**For Principal**

Delhi Public School, Sonapat

Principal@dps.in



**APPLICATION SLIP FOR SCHOOL LEAVING CERTIFICATE**

I wish to apply for the School leaving certificate. Kindly find attached the details mentioned below for the same: -

1. Full Name of the Mother:

\_\_\_\_\_

2. Full Name of the Father:

\_\_\_\_\_

3. Full name of the child (As required in School leaving certificate)

\_\_\_\_\_

4. Grade: \_\_\_\_\_ Division: \_\_\_\_\_ Enrollment no. \_\_\_\_\_

5. Date of Birth of the child:

\_\_\_\_\_

6. Place of birth of the child (Village/City): \_\_\_\_\_ District: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_

Nationality: \_\_\_\_\_

7. Aadhar card no: \_\_\_\_\_

8. Religion: \_\_\_\_\_ Mother Tongue: \_\_\_\_\_

9. Caste: \_\_\_\_\_ (Please provide caste certificate)

10. Category: open or any other \_\_\_\_\_



11. Last Attended school & Grade:

---

12. Reason for applying for School leaving certificate (Xerox copy of documents in-case of transfer):

---

---

Signature of Parent:

---

Date:

---

**Note:** Please drop an email on [contact@dps.in](mailto:contact@dps.in) along with the filled LC application form latest by 22/03/23.

In a situation, where you have failed to communicate your decision by 22/03/23, we would assume your continuation in school and any request for cancellation received thereafter would be accepted only after payment of the 1st term fees for the next academic year.