

No.			Admission No	
1.	Name of Pupil (in full)			
2.	Mother's Name			
3.	Father's / Guardian's Name			
4.	Date of birth (in Christian Era) According to Admission Register	in figures		
		in words		
5.	Nationality			
6.	Whether the candidate belongs to Scheduled Caste or Scheduled Tribe or OBC			
7.	Date of Admission to the school with class			
8.	Class in which the pupil was last Studied	in figures		
		in words		
9.	School/Board Annual examination last taken with result			
10.	Whether failed, if so once/twice in the same class			
11.	Subject Studied			
12.	Whether qualified for promotion to the higher class			
13.	Month up to which the pupil has paid school dues			
14.	Any fee concession availed of, if so, the nature of such concession			
15.	Total No. of working days in the academic session			
16.	Total No. of working days pupil present in the school			
17.	Whether NCC Cadet/Boy Scout/ Girl Guide (details may be given)	NA		
18.	Games played or extracurricular activities in which the pupil usually took part (mention achievement level there in)	REFER CERTIFICATES		
19.	General Conduct	GOOD		
20.	Date of application for certificate			
21.	Date of issue of certificate			
22.	Reasons for leaving the school	HIGHER STUDIES		
23.	Any other remarks	-		
Signature of Grade Facilitator		Checked by		Principal