



CBSE Affl. No. 1030935

School Code : 50898

# St. Joseph's Convent School

Bijalpur, A.B. Road, Indore - 452012 (M.P.)

Phone: 0731- 2330500, 9669559349

E-mail : sjcsbijalpur@gmail.com Website : stjosephindore.com

Ref. No. : SJCS/TC/01/26-27

Date : 13/01/26

Dear Parents,

Subject: - Early Notification for Transfer Certificate Request

We hope this message finds you well.

This is to bring to your attention that, in case you are planning to request a Transfer Certificate (TC) for your child, we kindly urge to those parents to inform the school well in advance by 28<sup>th</sup> Feb, 2026. Early notification allows us to process the request smoothly and also enables the school to accommodate new admissions for the upcoming session. This will allow us sufficient time to complete the necessary formalities and ensure a smooth transition for your child.

If TC request is made without prior notification the first installment of the school fees for the session 2026-27 must be paid in full.

We appreciate your cooperation and understanding. Please feel free to contact the school office for any further queries.

Thank you for your attention.

Sincerely,

*Sr. Sonia*  
13/01/26

Sr. Sonia James

Principal  
St. Joseph's Convent School  
Bijalpur, P.O. A.B. Road  
INDORE - 452012 (M.P.)