

KENDRIYA VIDYALAYA SANGATHAN, KOLKATA REGION
Application for Local Transfer for the session 2026-27
(To be submitted by the parents in Triplicate in the KV where the student is presently studying)

1. Transfer sought from KV, ...to KV.....
2. Name of Student (Capital letter) :
3. Sex :
4. Father's name :
5. Class in which the child is studying (2026-27) :
6. Date of Admission in Present KV :
7. Reason for seeking transfer :
.....

(Enclose the documentary evidence. Medical ground cases should be supported by valid Medical documents issued by the Govt. Hospital/AMA/CGHS).

8. (a) Residential address at the time of admission (As per Admission Register) :

(b) Present residential address ** :

**** (Attach proof of allotment of Quarter in case of Govt. accommodation or of own residence, if applicable)
(Medical ground cases should be supported by valid Medical documents of serious illness issued by the Govt. Hospital/AMA/CGHS)**

8. Signature of the parent/guardian with date :

(To be filled in by the KV where the student is studying)
(After filling three copies, two copies are to be sent to the KV where Local Transfer is sought)

1. From which session the child is studying in the KV :
2. Whether the child was admitted on transfer or on fresh admission: On Transfer / As fresh (tick appropriately)
3. Category of the parent (as per school record) :
4. Remarks/recommendation of the Principal :

Signature of Principal with seal

(To be filled in by the KV where local transfer is sought)
(After filling up two copies, one copy is to be sent to KVS RO Kolkata)

1. Enrolment as on date in the Class in which transfer is sought : No. of sections:
2. Remarks/Recommended/Not recommended of the Principal :

Signature of the Principal with seal

[To be sent to KVS RO, Kolkata along with all documents]