School Character Certificate

Editable certificate wording for an authorized issuer

Issuing institution and address

_____

Certificate reference	Date of issue
[Reference]	[Date]

Certification

This is to certify that [student full name], student reference [number], attended [school or college] in [class or program] from [start date] to [end date].

During this period, the student's conduct, as reflected in our records and observations, was [accurate description]. [Optional factual statement about participation, responsibilities or conduct, if supported by the issuer's records.]

This certificate is issued at the individual's request for [purpose or receiving organization]. The statement is limited to the period and circumstances described above.

Authorized signature and printed name

_____

Designation and institutional contact

_____

Official stamp if required

_____

Drafting note: the issuer should verify every statement and follow the recipient's required format before signing.