

# DON BOSCO SENIOR SECONDARY SCHOOL

04<sup>th</sup> June 2019

## DISTRIBUTION OF CLASS XII MARKSHEET AND SCHOOL LEAVING CERTIFICATE

Dear Parents and Students,

Those students, who have passed Class XII board examination in March 2019, are requested to collect the original mark sheet and leaving certificate from the school office as per the following schedule:-

CLASS	DATE	TIME
XII COMMERCE	06/06/2019	10.00 am to 11.00am
XII SCIENCE A	06/06/2019	11.00am to 12 noon
XII SCIENCE B	06/06/2019	12noon to 12.45pm

Please note:-

- 1) Leaving Certificate processing fees of Rs. 50/- to be deposited at the Reception before collecting the documents from the school office. Kindly carry exact change.
- 2) If the original mark sheets are not collected before 30<sup>th</sup> June 2019, they will be returned back to the CBSE office in Chennai. The school will not be responsible for any unforeseen eventualities arising thereafter.
- 3) The original documents can only be handed over to the parent or student.
- 4) The pending documents are **a. Migration Certificate** and **b. Passing Certificate**. Kindly check the school website regularly for any notification regarding the distribution of these documents.