

25th June 2019

DISTRIBUTION OF CLASS X MARKSHEET AND SCHOOL LEAVING CERTIFICATE

Dear Parents and Students,

Those students, who have passed Class X 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
X C	26/06/2019	8.30am to 9.00am
X B	26/06/2019	9.30am to 10.00am
X A	26/06/2019	10.30am to 11.00am

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 31st July 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 since the parent's signature is required on the marksheet.**
- 4) The pending documents to be collected will be Migration Certificate and Passing Certificate. These will be distributed once we receive from the Board office. You are requested to check the school website regularly for the same.