

Dear Parent,

**SUBJECT: Strict Compliance with Attendance Requirements as per
CBSE Examination Byelaws for Classes IX, X,XI, XII.**

As per CBSE Circular No. CBSE/CE/Coord/2024/Efile-163685 dated 9/10/2024, you as a parent must be aware of the **mandatory 75% attendance requirement for your ward and the potential consequences of not meeting it.** If your ward is on leave due to a medical emergency, he/she needs to apply for the leave to the school with proper medical prescription and certificate. immediately after falling ill. Leave without a written request will be considered unauthorized absence from the school. Further if your ward's attendance is not upto the requisite standard of 75%, he/she will not be eligible to appear for Final Examination scheduled in the month of Feb-March 2025 as per rules.

**(SHIKHA GUPTA)
PRINCIPAL**

UNDERTAKING

I am in receipt of Principal's Circular dated 15/10/2024 for my ward _____ of Class ____ regarding **mandatory minimum eligibility of 75% attendance** for my ward for appearing in Final Examination in Feb/March 2025. I am fully aware that if his/her attendance is not upto the requisite standard of 75%, he/she will not be eligible to appear for Final Examination scheduled in the month of Feb-March 2025 as per rules.

I have further no objection.

(SIGNATURE OF MOTHER)

(SIGNATURE OF FATHER)

Name: _____

Name: _____

Phone No. _____

Phone No. _____

Address: _____
