

Dear Parent,

As you know the academic year 2024 - 2025 is towards its conclusion, the school is in the process of planning and preparation for the new academic year (2025 - 2026). It requires an estimate regarding the various requirements for the new academic year. In this regard, we would like to know from you the status of your continuity with us. You are requested to mark your status for us to plan better.

**Please sign and send back this circular tomorrow itself (Fill separately for each child).**

Kindly put a tick (✓) on both **Part A & PART B** to mark your status on your continuation with us.

**PART-A**

Yes, we will continue

No, we will not continue

**PART-B** (if **NO** for the **PART- A**)

Parent's **job transferred** to another city/ country.

We are **settling back** to our home country.

We wanted to **try another school**.

Student name : ..... Class & Div: .....

Parent name : ..... Signature : .....

- ❖ *Parents planning for Transfer Certificate (TC) are requested to submit the Admission-Withdrawal Form (TC request) at the admin. Offices on or before March 13, 2025 (Thurs). The said form can be collected from the office. TC request should be submitted within the time frame to avoid the generation of Fee heads for the following months.*
- ❖ *Those who are planning to discontinue the transportation for the Month of March should submit the Transportation Withdrawal request on or before Feb 27, 2025 (Thur), failing to which the transportation charge shall be applicable for the month of March 2025 as well.*
- ❖ *Reminding to settle the pending fees, if any. Request you to ignore the reminder, if paid.*

Sd/-  
Principal

