

Dear Parents,

We have initiated the process of preparing student ID cards for the new academic year (2026-27). Please take note of the following instructions regarding photographs and data verification to ensure your ward's card is issued on time and with correct data.

Photograph Schedule:

Please note that fresh photographs will only be taken for students in **Classes LKG and 1**, as well as for any students who are new to the school or have missing photos in our records. For all other students, we will use the photographs currently on records.

Schedule for Photo Sessions:

Date	Class / Category
30th April 2026 (Thursday)	Class LKG (Sections A,B,C & D)
02nd May 2026 (Saturday)	Class LKG (Sections E, F & G)
04th May 2026 (Monday)	Class 1 (Sections A, B, C & D)
05th May 2026 (Tuesday)	Class 1 (Sections E, F, G & H)
06th & 07th May 2026 (Wednesday)	Missing Records/Any other cases/Pending Cases

Please ensure your child is present in complete and tidy school uniform on their scheduled day. **Please understand that no exceptions will be made after the scheduled sessions, and the school will not be responsible if an ID card cannot be issued due to a student's absence.**

Data Updates:

Kindly review your ward's details on campus care or the existing ID card. If there is any change in the mobile number or the address, which is to be printed on the ID card, the parents are requested to personally visit and submit a written application (signed by the parent) in the school office by **10th May 2026**. Please note that address change requests must include a copy of address proof (Preferably Aadhaar card).

We will proceed with our existing records if no update is received by the deadline, and no further changes or exceptions will be made after this date.

Thank you for your cooperation in helping us complete this administrative process smoothly.

Regards,
Principal