

## IMPORTANT

1. Please take care of the Hall Tickets. It is strongly recommended that you keep the Hall Tickets intact until you get the X Mark sheet from the CBSE. Please take care of the Hall Tickets. It is strongly recommended that you keep the Hall Tickets intact in a pouch or pencil box and not in your pockets. Pouch you carry must be a transparent one. Hall Ticket must be retained until you get your X Mark sheet from the CBSE.
2. You may take a photocopy of the Hall Ticket to use in case of emergency.
3. **School cannot issue another copy of the Hall Ticket.**
4. Students must be in full formal uniform on the days of board examination irrespective of the day, including school ID card.
5. School bus facility will be available to and fro the exam venue. Those students who want to use the school bus to go to the exam venue have to report at the school latest by 8:30 am. You are free to use your own means of transport for the same. However, follow the instructions given in the hall ticket.
6. Students are strictly asked to get into the examination hall at the stroke of first bell itself. Students will have to leave their bag outside the building, not in the corridor. However, decision of the center-school is binding on all students and the center-school will not be liable for the safety and security of students' bag and belongings.
7. Not getting into the examination hall at the instruction of the invigilator can cause you loss of time of examination or even being marked absent in the examination.
8. Students must avoid all kind of smart watches and if possible, electronic watches too. Examination room will have a clock as per the CBSE norms.
9. If you require TC of Std X, please fill the TC Application available in the school office. It will take minimum of 5 working days to issue the TC. Immediate processing of the TC is not possible on any reason.
10. Please make sure that you have no library books to return and no fee dues before you apply for Transfer Certificate and Conduct Certificate.
11. Those who want a fee paid certificate may apply in A4 size paper addressing the Principal after paying all the fees. School office requires at least 5 office working days to issue the fee paid certificate.
12. School Office will remain closed from 04-April-2020 to 14-April-2020. School office will function from 9:30 am to 12:30 pm on other working days of April 2019.

13. Any other information you receive from anybody or over the phone which is contrary to the stipulation of days in issuing TC and other certificates will not override the information given in the circular
14. Applications to Std XI will be available from 01-March-2020 in the school website, [www.shpublicschool.com](http://www.shpublicschool.com). You may apply if interested.
15. Allotment of combination of subjects for Std XI will be published by notification in School Digital immediately after the Std X Board exams based on the marks of the model exams and overall assessment. If anyone wants a different combination of subjects in Std XI, they will have to write a quality test and qualify for the preferred combination. You may refer the school website for the date and time of the quality test by 01-March-2020.
16. Those who are offered a combination must claim the seat by paying the admission fee and first term fee on or before 07-May-2020 or before the publication of the CBSE std X board examination whichever comes first.
17. In order to refund the balance of advance fee, you are requested to send the following details to [accounts@shpublicschool.com](mailto:accounts@shpublicschool.com) before 10-April-2020 – Account Name, Account Number, Bank, Branch, IFSC. Please send the name of the student, class, division and admission number of the student too in the same mail to identify the student. Balance of advance will be refunded after the issuance of TC.
18. Open House for the students of Std X will be held on 15-Feb-2020 from 9 am to 11 am for the distribution of answersheets of the model examination. Students will have study leave on all other days.

*May God's Blessings be with your ward to have the best success in the Board exams.*

Principal