

IMPORTANT

1. 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 XII 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. Transfer Certificate (TC) and Conduct Certificate (CC) will be issued together with the CBSE Mark Card after the publication of the results. Please carry a bag/file for the safe custody of the certificates.
10. Those who want TC or CC before the Marks Card issue, may submit an application at the school office. It will take minimum of 5 office working days to issue TC or CC. Immediate processing of TC and CC is not possible on any reason.
11. Please make sure that you have no library books to return and no fee dues before you apply for Transfer Certificate and Conduct Certificate.

12. 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.
13. 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 2020.
14. 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.
15. In order to refund the balance advance fee, you are requested to send the following details to 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 the advance fee will be refunded after the issuance of TC.

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

Principal