Dear parents

CBSE Registration procedure has started a few days back from the part of school. The data uploaded during the CBSE Registration while the student is in Class 09 is very important as far as the Class 10 certificate is concerned. Therefore, we should take utmost care in verifying the data. The whole process is as follows:

Step 1: Data Correction by the parent using School Digital and Data Collection using the Google Form.

Data Correction:
- Go to www.schod.co.in and login using username and password
- Select the menu 'Data Correction' and click on 'Update'
- Data as in school records are displayed and if there any correction, you may enter the correct data.
- After completing the data correction, please click on 'Submit'. Then you will receive an OTP in the School Digital notification.
- Enter the OTP. Entering a valid OTP within the given time will automatically update the data except what is given below.
- While correcting, please pay attention to the following:
  o Name of the Student, Date of Birth of the Student, Gender of the Student, Place of Birth of the Student, Name of the Father and Name of the Mother should be exactly as in the Birth Certificate. Parent must send a mail with Birth Certificate attached. Please send such mails to datacorrection@shpublicschool.com. Subject of the mail must be admission number of the student and no other text shall be given the subject of the mail. This mail id is only for data correction and any mail having other requirements will be rejected without reply.
  o All the above mentioned data will be updated only on validating with the mailed attachment, i.e., Birth Certificate.
  o For Name of the Student, Date of Birth of the Student, Gender of the Student and Place of Birth of the Student, only Birth Certificate is acceptable.
  o For Name of Father and Name of Mother either Birth Certificate of the student or One and Same Certificate issued by Village Officer either directly or through akshaya centers are only acceptable.
  o If you attach any other documents for the above data, it will be rejected.

Data Collection:
- Parents will receive the link of the Google Form in the notification of the School Digital.
- Go to www.schod.co.in and login using the username and password.
- Click on the Google Form link and enter the data.

Last date for Data Correction and Data Collection is 19-Oct-2020, Monday, after which parents will not be able to update or enter the data.

Step 2: Approving the data by school office will be done latest by 24-Oct-2020.

Step 3: Uploading the data to CBSE by school office will be completed latest by 27-Oct-2020.

Step 4: Uploaded data will be mailed to one of the mails of the parent latest by 29-Oct-2020.

School office will try to complete steps 2, 3 and 4 as early as possible. Parents will be given 3 days again to finally verify the data before finalizing.

Step 5: Finalize the Data – Once data is finalized in the CBSE online portal, no further changes are possible. Therefore, parents please pay utmost care in steps 1 and 4.

Please make sure that you have no pending fees so far and there is at least Rs 300/- balance in advance fee for CBSE registration. Pending fee and advance fee balance is available in www.schod.co.in.

Principal