

Dear parent

This is in continuation with the School Digital notification dated 17-08-2021 regarding CBSE registration of the students.

Profile Verification will be open in the School Digital from 01-Sep-2021 to 09-Sep-2021. There will not be extension of days. Any correction after 09-Sep-2021 will be chargeable. All parents are requested to submit the Profile Verification before 09-Sep-2021. Even if you have no corrections in the data, you are expected to submit the Profile Verification.

Read the Profile Verification Help File. Help File is available in the School Digital under the menu 'Help Files'. Open the pdf of Profile Verification, read and understand it well before you start verification. You may go to Profile Verification menu and proceed as given in the help file.

Registering a student with correct profile data in CBSE while the student is Class 09 is a very important process which must be carried out with extreme care. The registered data will be used by the CBSE for further process. Therefore, parents are requested to pay maximum care in verifying the profile data of your ward.

Following are the supporting documents for correction:

- Name of the Student, Date of Birth of the Student, Gender of the Student, Aadhaar of the Student, Name of the Father and Name of the Mother – scanned copy of the birth certificate of the student.
- Aadhaar – scanned copy of the aadhaar card. Please make sure that you enter the aadhaar of the student. You will be able to download the Marks Statement from digilocker only if the addhaar is given. Since there is delay from CBSE in issuing Class 10 original marks list, having an account with digilocker is important. Also, make sure that the aadhaar of the student is linked with one mobile number.
- Guardian – Letter of either father or mother of the student, stating that the given person is the guardian of the student. It is recommended that you give the name of the guardian. If the name of the guardian is given, it is easy for the guardian to collect TC, Mark list, ... after the course. Passport size photo and id proof of

the guardian are mandatory, if you assign a guardian, otherwise it will be rejected.

No documentary evidence is required for any other data including Religion, Caste and Community.

Those who have not yet sent a passport size photo to support@shpublicschool.com are requested to send it as early as possible from the official mail of the student. If you have sent the photo, but not displayed in the profile of the student in School Digital, then you are requested to make sure that you have sent it from the official mail id of the student with the admission number as the subject.

Once the cross checking of the Profile Verification is over from the part of the office, then registration procedures will start. You are requested to clear any pending fee including negative advance at the earliest. You will not be able to submit the registration form if there is any kind of dues.

Special Attention Required:

- If there comes any correction in the profile data of the student after the class 10/12 registration, school has to give explanations like who made the mistake, at which level error occurred, what action has been taken against the staff, School has to send number of copies to prove that there is no error from the part of the school. And making a correction after class 10/12 registration is a very long and tedious process.
- Therefore, all parents are requested not to make any error in the basic data of the student – Name of the Student, Date of Birth of the Student, Gender of the Student, Aadhaar of the Student, Father of the Student and Mother of the Student. Parents/students are requested to take utmost care while you verify the profile data.
- School is making all possible attempts right from the point of admission to Class 12 registration for the profile data to be perfect. Therefore, profile correction after the process of registration will be made only on prescribed fees.
- There will be three levels of fees:
 - Profile correction after registration in Class 09, but before the Class 10 registration – School Fee Rs 100/- + CBSE Fees
 - Profile correction after registration in Class 10 (if CBSE allows data correction), but before the issuance of Hall Tickets by CBSE (not by school) – School Fees Rs 200/- + CBSE Fees.

- Profile correction after issuance of Hall Tickets by CBSE (not by schools), but before the publication of Results/printing of Marks Statement – School Fees Rs 300/- + CBSE Fees.
- Profile correction after printing of Marks Statement – School Fees Rs 1000/- + CBSE Fees.
- All fees are to be paid only through electronic mode.