

Dear parent

It is very important to have true and up to date information about a student in the school records. Therefore, you are requested to visit the Profile Preview in the Profile menu of School Digital to see the associated information about your ward in the school records.

Now, School Digital is powered for the parents to update the profile data of the student using the Profile Verification menu.

Profile Verification will be open in the School Digital from 09-Sep-2021 to 30-Sep-2021. Any correction after 30-Sep-2021 will be chargeable. Please make sure that you fill all data which include phone numbers, blood group, ...

Read the Profile Verification Help File. Help File is available in the School Digital under the menu 'General'. Click on Help and 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. Profile Verification will be complete only if you send the generated pdf to the given mail id from the mail id you received OTP.

Following are the supporting documents for correction:

- Name of the Student, Date of Birth of the Student, Gender 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.
- Name of Father and Mother of the Student – It is strongly recommended that you give the name of father and mother of the student as in the birth certificate of the student. However, One and the Same certificate issued by Village Officer either directly or through Akshaya centers are also acceptable.
- Guardian – If one of the parents is available locally, then you need not fill guardian data. If you are filling the guardian data, you must attach a letter of either father or mother of the student, stating that the given person is the guardian of the student. 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.

Authenticity of the Profile Verification is made sure by a combination of OTP and sending the generated pdf to the given mail id from the mail id in which you received OTP. In this process, mail id plays a very important role. Therefore, in the profile verification, you will not be able to edit email ids.

If the mail id of the parents is not found or if you want to change the mail id in student data, then **a onetime facility of attaching/correcting the mail id is given**. If you want to add a mail id to the profile data of the student, then send a WhatsApp message to 9061634792 from one of the mobile numbers which is displayed in the profile data of the student. In the body of the message, Admission Number of the Student, Name of the Student, Class and Division of the Student and the mail id with the description (like mail id of father, mail id of mother, mail id of guardian) shall be given. Last date to receive WhatsApp message to add email id is 23-Sep-2021, 5 pm. It is observed that gmail ids are good for this purpose.

- Message will be rejected without reply if the message comes from a different number which is not associated with the student.
- Since it is a manual process, it will take some time to update the mail id in the School Digital.
- Calls will not be attended in the WhatsApp number. No other messages are entertained in this WhatsApp number.

If parents ask for any letter like course certificate, fee paid certificate or letter for aadhaar updation, then letter will be given based only on the data available in the school records as per the Profile of the School Digital. School ID card also will be generated using the same data. Immediate correction will not be possible. Therefore, make sure that all data of your ward is true and up to date in the school records.

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 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 for the students of classes 09 to 12:
 - 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.
- For the students of PreKG to Class 08, two profile verifications per academic year is free of charges. Any change in data, including phone numbers, address, ... is to be updated through the parent portal only. For every extra Profile Verification, a fee of Rs 50/- will be charged.

Important: Profile Verification is the responsibility of the parent. You can get the assistance of your ward for the same. Please be aware that once submitted, you will not be able to edit the submitted Profile Verification. Each submission will be considered as a Profile Verification.

Profile Photo

Photograph in the profile must be a formal passport size photo. If the photo in the profile is not a formal passport size photograph, you are requested to send a passport size photo of your ward to support@shpublicschool.com before 30-Sep-2021 from the official mail id of the student. Please make sure that you are sending it from the official mail id of the student.

Some of the instructions given last year by CBSE regarding the photo of the student is given here – 1) Photo should be in full colour (colour photo) and of high quality to avoid any visible pixels, 2) Head should be positioned directly facing camera, centered and compose 80% of the image. Photo should be captured from slightly above top of hair to middle of chest, 3) Eyes must be open looking at camera. Glasses must not be tinted glasses and 4) ear must be seen.

Boys must be in formal shirts of light colour with formal hair style and girls in formal dress of light colour with formal hair style. Photo must be in white background.