

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.

Parents can update the profile data of the student using the Profile Verification menu of the School Digital.

Profile Verification will be open in the School Digital from 10-Jun-2022 to 20-Jun-2022. Any correction after 20-Jun-2022 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, Place of Birth of the Student – 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.
- Religion, Cast & Community – Scanned copy of the certificate issued by the competent authority.
  - Religion, Cast & Community is recorded as given in the application form. If there is any correction from that of the application data, then proof is required.
- 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. Letter of the Parent for the Guardian (Details of Guardian) is attached at the end of this circular

No documentary evidence is required for any other data.

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 correction in mail id is required, then a **onetime facility of attaching/correcting the mail id is given**. If you want to add/modify 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 15-Jun-2022, 5 pm. It is observed that g-mail ids are good for this purpose. Adding/modifying the e-mail id is a manual process. It may take time depending on the workload in the office. Therefore, if there is any change in email id, you are requested to send the WhatsApp message as early as possible.

- Message will be rejected without reply if the message comes from a different number which is not associated with the student.
- 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 – School Fee Rs 1000/- + CBSE Fees
  - Profile correction after printing of Marks Statement – School Fees Rs 2500/- + 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:** Profile photo of the student will be updated from the school. Photo will be taken for the purpose of school ID Card and the same photo will be uploaded.

## Details of the Guardian

Name of the Student:

Admission No of the Student:

Name of Guardian:

Relation with the Student:

Guardian Phone Number 01:

Guardian Phone Number 01:

I have uploaded the photo and id proof of the guardian.

Yours truly

Name of Father/Mother:

Signature:

Date:

**Note:** Guardian information shall be either printed or hand-written. The letter must be attached in the mail together with the pdf of the profile verification. In the textbox for proof of Name of Guardian, Relation with the Student and phone numbers, you may write – 'Letter attached'.