

Dear parent/student

You are requested **to choose a Second Language** out of Malayalam and Hindi for Std IX and X. Please note the following:

- This choice is made for Std IX and X. Once registered, you will not be able to change the choice.
- If required, please consult the language teachers of Std VIII before you make your choice.
- Data collection form named Choice of Second Language will be available from 10-Jan-2023 in School Digital.
- You are requested to final submit the data collection form named 'Choice of Second Language' latest by 20-Jan-2023, 7 pm, including verifying your identity by entering the OTP. If you do not finalize the data, it will remain as not-submitted. In such case, second language will be given from the school for your ward which will have to be compulsorily accepted by the student and parent.
- Last date to edit your Choice of Second Language is 19-Jan-2023.
- You will be getting system generated reminders in School Digital till 20-Jan-2023 if you do not submit the Choice of Second Language.
- Number of students for each language is required to finalize next year plan. Therefore, you are requested to submit the data collection as early as possible.
- All information asked must be filled. All these information are to be uploaded to CBSE while registering the students.
- It is also informed that if CBSE makes three languages compulsory (English, National Language and Regional Language), your choice of Second Language will be cancelled and your ward will have to learn Malayalam and Hindi together with English compulsorily.

E-mail Id of the Parents

- Please make sure that email id of the parents given in the profile of the student is a working mail id and preferably a gmail id.
- If you want to update the mail id, then follow the procedure:

- Send a WhatsApp message to 9061634792 from any one of the mobile numbers which is available in the student profile.
- If the mail id of the father is to be updated, then the WhatsApp message shall be: Admission number of the Student – Name of the Student – Class & Division of the Student - email id to be updated - Father.
- If the mail id of the mother is to be updated, then the WhatsApp message shall be: Admission number of the Student – Name of the Student – Class & Division of the Student - email id to be updated - Mother.
- If the WhatsApp message comes from a different number, other than one given in the profile of the student, such messages will be rejected.
- Last date to update the email id of the parents is 15-Jan-2023. Updating the email id in the profile is a manual procedure. Therefore, parents are requested to send the messages as early as possible if there is email updation.

How to Register:

1. Login to School Digital (www.schod.co.in) using your username and password.
2. Select 'General' menu from the left menu panel.
3. Click on the 'Help' sub-menu to see the list of help files. Click on 'Download Help file' given against 'Data Collection'. Please go through the help file number of times to understand the complete procedures.
4. Once you understand the procedure to register, please click on the 'Data Collection' sub-menu to list the available data collection forms and proceed to the last step as given in the help file.

Attention:

- You are also requested to verify the spelling of the name of the student, name of the father, name of the mother, date of birth of the student and gender of the student. It should be exactly as in the Birth Certificate.
- Parents can verify the personal data of your ward in the School Digital. Login to School Digital – Select 'Profile' menu from the left menu panel – Click on the 'Profile' sub-menu to see the student data – Now click on 'Profile Preview' to see the full data. If there is any correction, please keep the records ready with you. Once Profile Verification is open, you will be able to correct the student data in School Digital.

- Correcting the data in the CBSE records have become a very long and tedious process once the students are registered. CBSE has given number of circulars and other communications in this effect to register the students with correct and true data.
- School has already given number of chances to correct the school records as per the birth certificate of the students. And this must be considered as the last chance before registration.
- Aadhaar has become mandatory in all official documentations now-a-days. Therefore, if your ward has no aadhaar number, please enroll your ward in aadhaar at the earliest.
- While verifying the profile, it will be mandatory to enter aadhaar number of the student which is required while registering the student in CBSE.

New academic year for Students of Std IX, X and XII will commence on 02-May-2023.