

Dear parent/student, please go through the following:

**Admit Card – Class 12 Term 2 Board Examination**

- Admit Card of Class 12 for the Board Examination is given. Please go through the instructions given in the Admit Card and strictly adhere to them.
- Candidate and one of the parents must sign on the Admit Card for the Admit Card to be valid.
- Student must be in formal school uniform on the day of examination with ID Card.
- It is the duty of the parent/student to make sure that the student carries the Admit Card while he/she is going for the examination and to keep it under safe custody thereafter.
- However, duplicate Admit Card shall be issued till 10:00 am of the last day of the examination of the student. Rs 100/- will be charged for each duplicate Admit Card.
- Duplicate Admit Card will not be issued after the examinations of a student is over.
- Parents/students are advised to keep the Admit Card intact until you receive the original Statement of Marks from the board.

**Transportation to the Examination Centre**

- Examination centre for the students of Sacred Heart CMI Public School is Kendriya Vidyalaya No 1, Naval Base, Kochi.
- Transportation to the examination centre shall be arranged by the school. Those who wish to make use of the school transport facility to go to examination centre must register using the Data Collection of school digital. Last date to fill the data collection is 20-Feb-2023, Monday.
- Those who register for the school bus facility must report at the school before 9:00 am of the day of examination. School bus will leave the campus at 9:00 am.

**Application for Transfer Certificate (TC)**

All students of Class 12 must apply for the Transfer Certificate through School Digital. You can find the 'TC Request' in the 'Certificate' menu of the School Digital. It will take at least 5 office working days to issue the Transfer Certificate. Please note that application of TC will be complete only if the OTP is entered. Date of Leaving in TC request shall be the last date of your board examination.

TC will be generated only after the board examination.