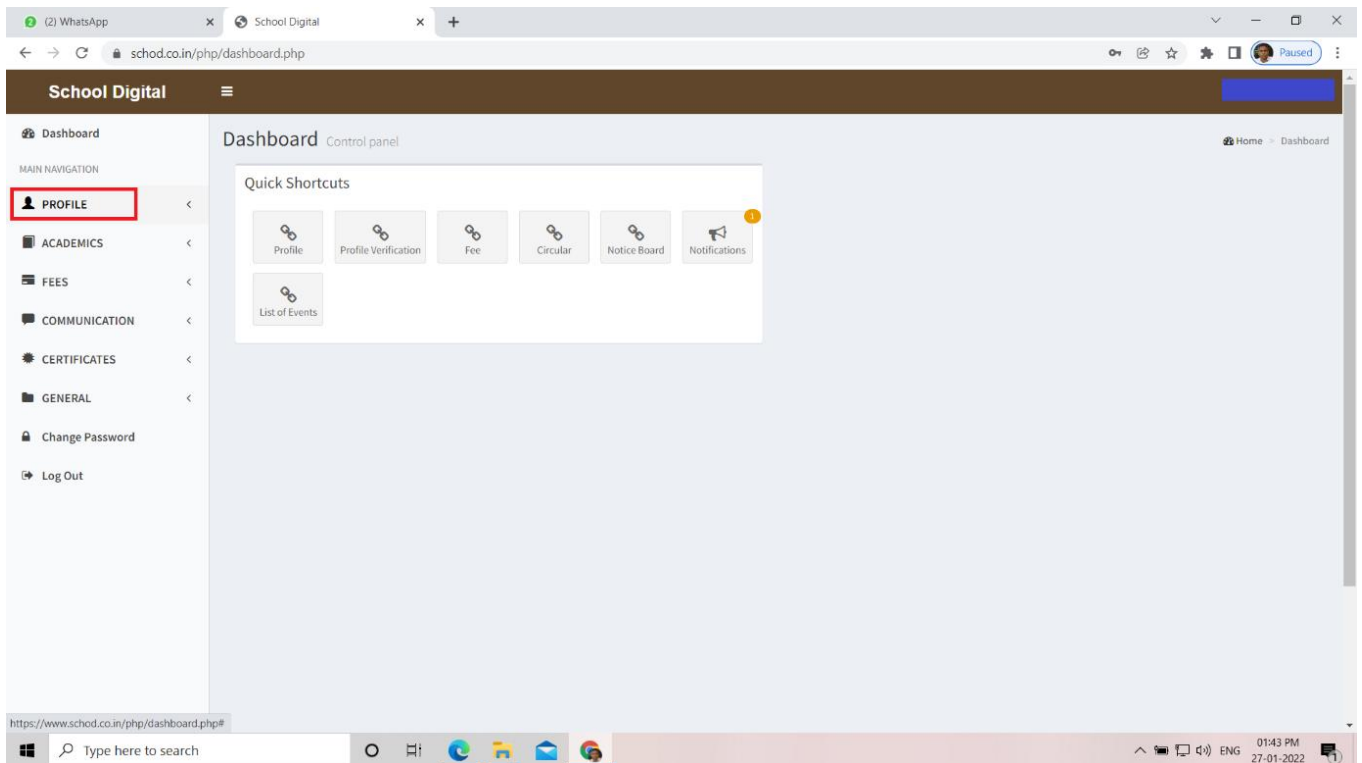
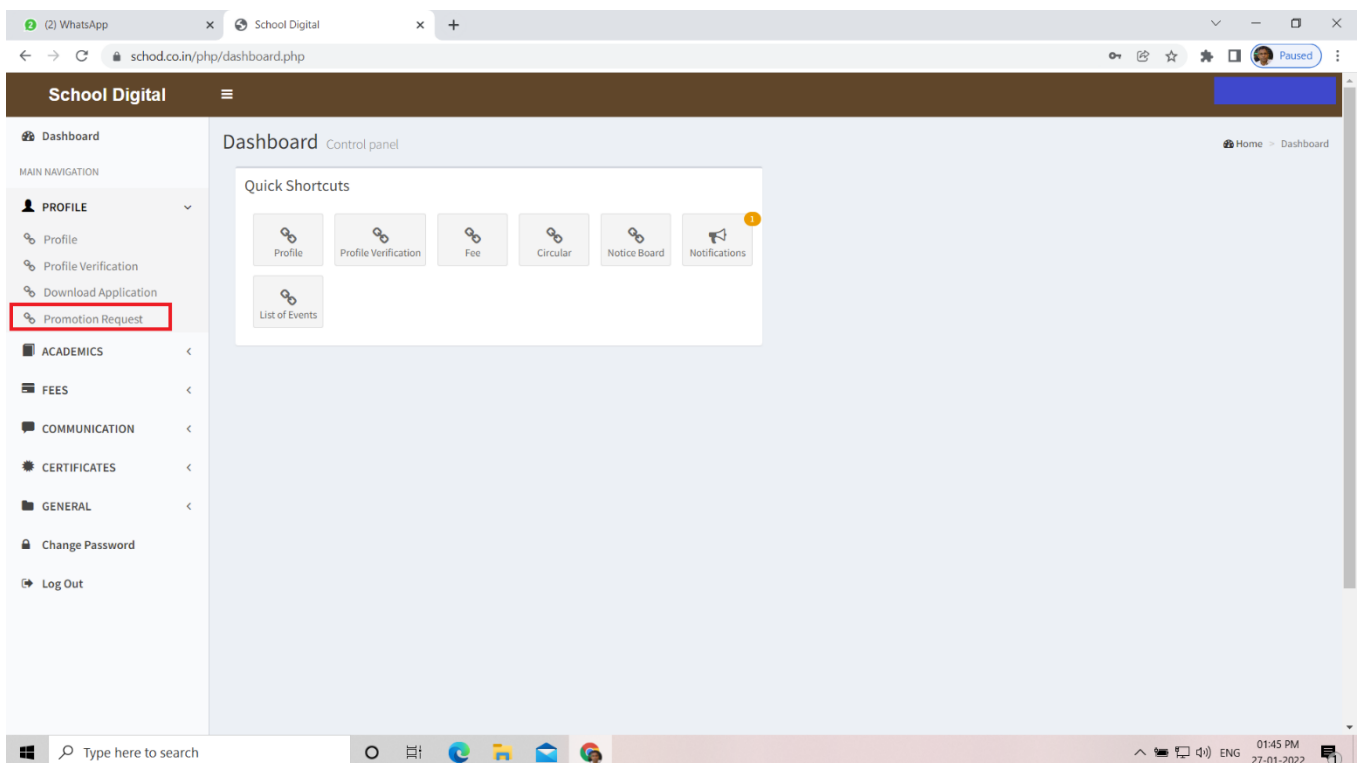


Promotion Request

Step 1: Login using your username and password. You will get the following screen.



Step 2: Click on 'Profile'. Following screen is displayed.



Step 3: Click on 'Promotion Request'. By clicking on Promotion Request, screen with multiple tabs, like General Details, Address, Father's Details, Mother's Details, Guardian's Details and Sibling Details will be displayed.

Step 4: Data associated with the students will be displayed in every tab. **Some of the data are not editable, they are only to view. If you want to make any**

correction in non-editable data, then please first complete your profile verification and wait for the data to be updated. Only after getting data updated, you should proceed with Promotion Request.

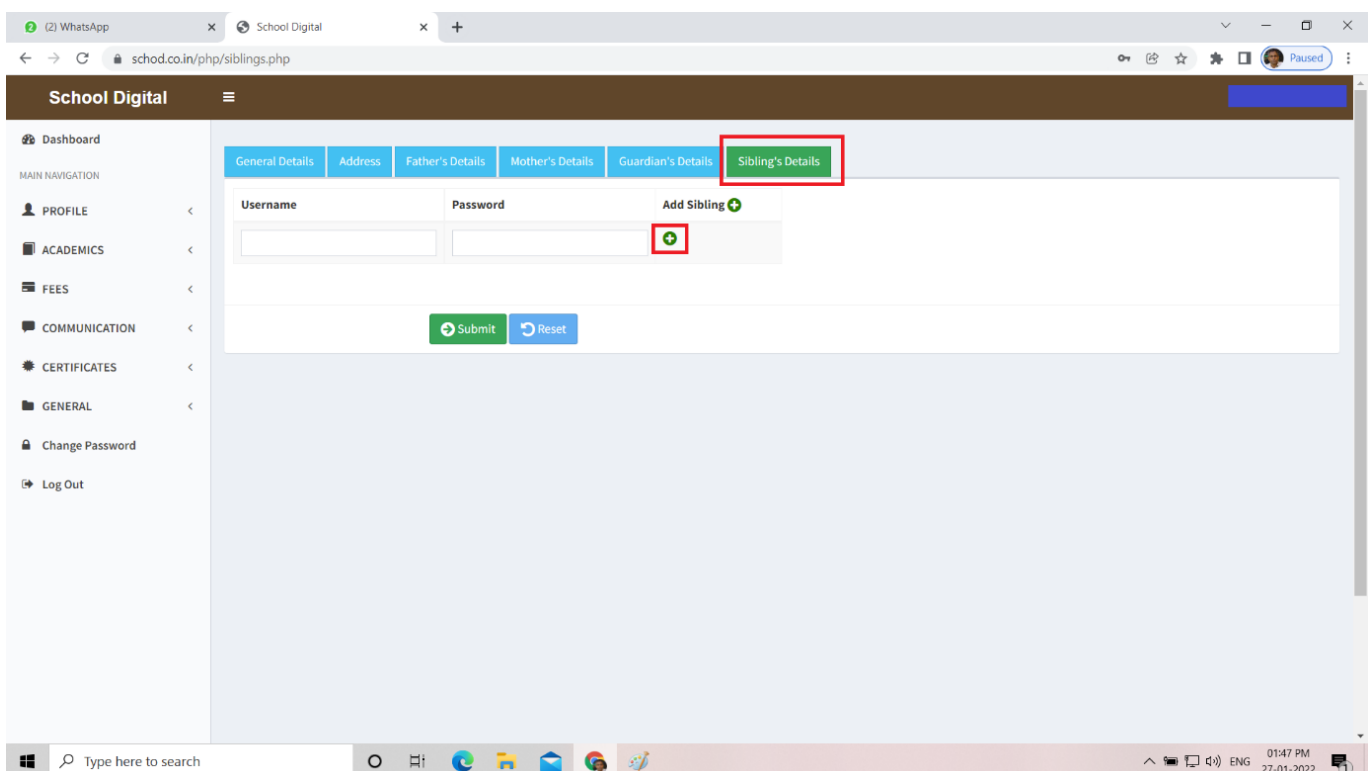
Step 5: If there is any correction in the editable data, then you may edit it to update the student data. Complete all tabs.

You are requested to fill all data even if the data is repeating like Residential address, Permanent Address, Father's Address, Mother's Address...

Please upload a recent official passport size photo of the student in the Promotion Request. It is not necessary for the student to be in uniform in the passport size photo.

Before you start filling the Promotion Request, you should have soft copy of passport size photo of the student, father and mother in jpg format which is less than 2mb in file size. Soft copy of the identity proof of the parents in pdf also are required to be uploaded.

Step 6: Sibling Details – If the sibling of the student is studying in the school, then please enter the School Digital username and its password of the sibling. And click on the '+' symbol. 'Submit' button must be clicked only after clicking on '+' symbol of the sibling entry.



The screenshot shows a web browser window with the URL 'schod.co.in/php/siblings.php'. The page title is 'School Digital'. The main navigation menu on the left includes: Dashboard, PROFILE, ACADEMICS, FEES, COMMUNICATION, CERTIFICATES, GENERAL, Change Password, and Log Out. The main content area has several tabs: General Details, Address, Father's Details, Mother's Details, Guardian's Details, and Siblings Details (which is highlighted with a red box). Below the tabs, there are input fields for 'Username' and 'Password', and an 'Add Sibling +' button (also highlighted with a red box). At the bottom of the form, there are 'Submit' and 'Reset' buttons.

Step 7: After completing all tabs, click on 'Submit' button. You will be able to download a pdf of Promotion Request.

Step 8: Submit the print copy of the Promotion Request with necessary attachments at the school office.