



Ref No-DPSGFBD/CIRCULAR/004/III-IX/ 2022-23

Date: April 4,2022

Dear Parent,

As an integral part of our preparation for new session 2022-23, planned to commence today i.e April 4,2022, we wish to request you to update us on important information related to the maintenance of students' specific records at school. We are forwarding the **Annual Student Information Updation Form** for access for session 2022-23 to you in print/hard copy through your ward today.

We request you to study all the points from 1 to 16 and fill them neatly. Kindly remember to tick the point wherein change in information has been made by you. The signature column may please be filled in by both parents/single parent as applicable.

Please study the form carefully in all its components. Kindly fill in the changes that you wish to communicate to school on pointer marked 1 to 16. Kindly send the form duly filled and signed with date through your ward to the **Class Teacher by April 8,2022.**

We thank you for your co-operation.

Principal