

DAV PUBLIC SCHOOL, POKHARIPUT, BHUBANESWAR-20

NOTICE

DAV(PKT)/018/2020

Date : 04.01.2020

Dear Parents,

Greetings of the day!

Let me wish you all a very Happy New Year 2020. May all your wishes turn into reality this year. The purpose of this notice is inform you that if your ward has got less than 75% of attendance this academic year, according to CBSE circulars, he/she is not eligible to appear the Board examination in the absence of valid reasons for the absence.

As the Head of the Institute, let me hereby apprise you about the condonation of attendance of your ward if it is below 75% as mandated by CBSE.

In case of shortage of attendance, schools are required to procure following documents from the student(s) / parent(s) and submit to the concerned Regional Office of the Board while forwarding the cases for considering condonation of shortage of attendance:

Sl No.	Valid reason for condonation of shortage of attendance	Mandatory documents (Request from the parent)
1	Prolonged illness	1. Medical certificate(s) for the period of absence from Government Doctor 2. All medical reports, X-rays etc
2	Loss of father/mother or some other such incident leading to his/her absence from the school and meriting special consideration	1. Death certificate issued by concerned authority.
3	Any other reason of similar serious nature	1. Certificate issued by concerned Authority supporting the nature of the reason.
4	Authorized participation in Sports at National level organized by CBSE / SGFI	1. Certificate issued by concerned authority
5	Authorized participation in Sports at National / International level organized by recognized federations	1. Recommendation letter from Sports Authority of India.

Parents are requested to submit the relevant documents pertaining the absence of their wards latest by **Monday (06.01.2020)** to their respective class teachers for condonation of attendance which will be communicated to CBSE on **7th January 2020 (Tuesday)**.

* Students with below 60% attendance may directly apply to The Chairman, CBSE to be considered for condonation (Ref.-Rule 14 of CBSE Exam Bye-law).

H. Adyaya
Principal 04/01/2020

Copy to

1. The Supervisor of Senior Secondary for the information with a request to inform the students accordingly.
2. Notice board at Gate No. 1 for information of parents.
3. School website
4. Concerned file for record.