

14. Transfer certificate and other particulars will be issued after three days of the application received by the office.
15. School diary is to be brought in the school daily by each students.
16. After holidays usually students are to attend school on the reopening day. If any students arrive school after completion of more than a week, they required to submit explanation.
17. Parents and guardians are requested to affix their specimen signature on the identity certificate (Page-2)
18. Carrying mobile phone, to school is prohibited.

LEAVE AND ABSENCE

1. Staying away from the school without leave is not granted other than sudden illness or unforeseen circumstances. No leave of absence is allowed on the plea of Birthday, Festival, Marriage of Near & Dear, Excursion, Urgent Business & Domestic Affairs without sufficient authenticity and the proper signature of the guardian.
2. Absence from school on medical ground is needed to be supported by the proper medical certificate.
3. Half-day leave is not granted.
4. Late arrival at school is a breach of discipline and students who are in the habit of doing so may be sent back home.
5. To qualify and to appear in any promotion of examination, student is required to present in classes minimum 80 % of the total working days .
6. Students who have been absent for 30 (Thirty) days or more without due information to the school Authority, may get struck off their name from the "Students Attendance Register".