

OFFICE COPY

Circular No. : Prin./GA/2024-2025/1
From: The Principal, Grace Academy
To: The Parents of Class X
Date: 19 September 2024
Subject: **Checking of LOC details and Examination Fee-2024-25**
Dear Parents,

As per the CBSE requirement, schools have to submit List of Candidates (LOC) for classes X for the Board Examination 2025. You are requested to visit the School Office & verify your ward's details to be finalised with the CBSE office during the dates given below:

Class X : 20th -25th September 2024

For any change, proper official document should be submitted by the following day. After verification, no changes will be entertained.

Examination Fee to be paid for Class X is Rs.1800 [Rs.1500 for 5 subjects + Rs.300 for additional subject (IT)].

Last Date of depositing the fee is 28.9.2024

Looking forward to your cooperation.

Thank you

Benjamin Newton

Principal

PARENT'S COPY

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Circular No. Prin/GA/2024-25/2

Date : September 25, 2024

From : The Principal, Grace Academy

To : The Parents/Guardians (Class IX)

Subject: CBSE REGISTRATION- March 2025

Dear Parents/Guardians, Greetings!

The school has received the information from the CBSE to register the students of class IX for the Secondary School Examination- March 2025. Therefore, you are kindly requested to attend **a meeting with the coordinator(9-10) on 27th September 2024 at 8.30 a.m.** regarding the same.

Please note, **CBSE Registration Fee Rs. 300/-(Three hundred only)** needs to be submitted to the Class Teacher on or before **5th October 2024**, to avoid paying late fee charges.

The registration form of your ward with complete details (Candidate name/Mother's name/Father's name/Date of Birth/Caste etc) has been received by the office duly verified by the parents. However, if there are still any changes in the details, it should be immediately informed and relevant supporting documents need to be submitted. If no such change is reported then the details submitted in the registration form will be considered final.

Once the parents and the students have signed, no changes will be entertained. Kindly sign the declaration given below.

Thanking you for your cooperation.

Sincerely yours,

Benjamin Newton

Principal

DECLARATION

I hereby declare that I have attended the meeting held by the school on 27.9.24 and I have been briefed about the importance of filling correct data for registration of my ward for class-9. The information (Student's details & subjects opted) provided by me for the registration of my ward _____ of Class _____ is correct and has been checked and verified by me and is final.

Parent's Signature: _____ Date: _____

PARENT'S COPY

Circular No. Prin/GA/2024-25/2

Date : September 25, 2024

From : The Principal, Grace Academy

To : The Parents/Guardians (Class IX)

Subject: CBSE REGISTRATION- March 2025

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Benjamin Newton

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