



ST. FRANCIS XAVIER SCHOOL

(A unit of St. Francis Xavier Education Society, Regd. No.: SO052939)

AFFILIATED TO THE COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI
CISCE SCHOOL CODE : WB - 127

Ref: 23-24/OP/105

Dated : 25/08/2023

NOTICE

PARENTS AND GUARDIANS OF CLASSES I TO XII DETAILS TO BE PROVIDED ON THE OPEN HOUSE DAY

All the parents and guardians are hereby requested to provide the data on the Open House day as per the format given below:

S. NO.	NAME OF STUDENT	NAME OF PARENT/GUARDIAN	PH. NUMBERS CURRENTLY IN USE. 1- 2-	EMAIL ID FREQUENTLY ACCESSED EXCLUSIVELY BY THE PARENTS	SIGNATURE WITH DATE

- It has to be ensured that the email ID used **exclusively** by the parents/guardians is given to the class teachers. Parents must check this ID frequently.
- A **new email ID** must be created by the parents and guardians if they don't have the same.
- **This Email ID** shall be considered as the '**registered Email ID**' of the parent / guardians.
- All the important notices and circulars sent from the school to the given email ID shall be deemed to have been acknowledged, read and understood in order to ensure compliance.
- All are hereby requested to keep track of the emails sent from the school on regular basis.
- Any further change in the details as per the above format has to be immediately brought to the notice of the concerned class teachers through a letter and a copy of the same has to be preserved after getting the acknowledgement from the receiver.


PRINCIPAL (O)

Regd. Off. : P-188, CIT Scheme IV M, Suren Sarkar Road, Kolkata-700010

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