

# LILAWATI VIDYA MANDIR

Shakti Nagar, Delhi-110 007, Tel. No. 23656142/43

16 February, 2019

## FOR STUDENTS OF CLASS IX

Dear Parent

The academic session 2018-19 will soon end with the declaration of final results. You are requested to come personally to collect the Final Report Card of your ward on Tuesday, 12 March, 2019 between 9:00 a.m. and 12:00 noon.

New academic session will commence w.e.f. Friday, 15 March, 2019. **You are requested to make sure that your ward attends at least 75% of classes to be held during the session after taking into account even leave on medical ground, as otherwise he/she will be debarred from taking final examination.**

It has been observed that more often than not students give a miss to classes without any reasonable cause without giving prior intimation or showing the courtesy of sending one, which is against School discipline.

I earnestly urge you to see personally that such incidents do not occur in the first place so that we do not have to initiate any unpleasant action against our children.

With warm regards

Yours sincerely,

(Mrs. Sushma Khurana)  
Principal

..... cut here .....

Dear Madam

I have noted the information with regard to your circular dated 16 February, 2019.

Name of student :

Signature of Parent :

Class :

Name of Parent :

Date :