Ref: IIS/PC/12(S9-10)(SS11-12)/17-18

INDU INTERNATIONAL SENIOR SECONDARY SCHOOL

CIRCULAR – 12/17

Date: 22/06/17

Dear Parent,

In order to streamline the communication process between the school and the parents / guardians of Grade IX, X, XI & XII and to ensure that the relevant communications reach the right persons, it is requested that parents / guardians forward the following information by 27 June 2017.

1. **Student Name** : _____
2. **Grade & Section** : _____
3. **Phone numbers of parents to which SMS from the school have to be sent:**

   Father / Guardian No : ☐☐☐☐☐☐☐☐☐☐

   Mother / Alternate No : ☐☐☐☐☐☐☐☐☐☐

   Landline with STD code : ☐☐☐☐☐☐☐☐☐☐☐☐☐☐
4. **Email id of parents to which messages / documents from the school have to be sent:**

   Parent / Guardian : ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

   Alternate Email ID : ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
5. **Parents of students staying in hostel are requested to send 10 self-addressed covers** (size 25 cms x 10 cms)
6. **Signatures of the parent / guardian who will be signing report card and circulars**

Sign:	Sign:
Name:	Name:
Relationship:	Relationship:

Filled document can be forwarded by E-mail to Chief Executive at ce@induinternationalschool.org

Note: This information will be kept in strict confidence and school will not share this information with any external agencies.

CE