

This letter is to be given to the parents of students (under PGT) whose attendance is below 75% on the day of Annual Result Distribution (For classes VI-VIII, IX & XI). A xerox of the copy should be kept by the school.

Please take a note- No Report Card to be given to classes IX & XI.

Sunbeam School

(Letter head)

To

Mr./Mrs. _____

P/o. _____

Class/Sec. _____

Dear Parent

This is to inform you that your child's attendance percentage is not according to the CBSE criteria of 75% and is _____%. He/She has been irregular throughout the session 2018-19 inspite of repeated reminders.

His/Her promotion to the next class has been granted on trial due to shortage of attendance and in case the percentage criteria of 75% is not met by the student in the session 2019-20, your child will be asked to leave the school.

Henceforth you are requested to be very serious regarding this issue.

Principal

I accept the above terms and conditions for the promotion of my child to class _____

Sign _____

Name _____

Address _____

Ph. (R) _____ (o) _____

Mobile _____