

Dear Parents,

Hope you are keeping yourself and your family safe by following the safety protocol issued by the government. Let us remain positive and motivate one another, especially the children. The students should make full use of the time at hand. I would like to share with you the attendance procedure adopted for the online classes.

**Classes IX to XII**

|    | Attendance for Online Classes                 |                    |
|----|---|--------------------|
| 1. | Student present for all 4 periods completely. | Full Day Present   |
| 2. | Student present for 2 periods completely.     | Half a day present |

**Classes VI to VIII**

|    | Attendance for Online Classes                 |                    |
|----|---|--------------------|
| 1. | Student present for all 2 periods completely. | Full Day Present   |
| 2. | Student present for 1 period completely.      | Half a day present |

**Classes I to V**

|    | Attendance for Online Classes             |                  |
|----|---|------------------|
| 1. | Student present for 1 period completely.  | Full Day Present |
| 2. | A student absent for 1 period completely. | Absent           |

If a student is unable to log in to a class or has to leave the class due to network issues, the student has to immediately WhatsApp the information to the respective subject teacher, otherwise he/she will be marked absent. This should not be constantly repeated.

I reiterate the need to have a good rapport with your ward to get updates about the online classes for the day. If any issues arise you can clear it with the class teacher or subject teacher.

It has been noticed that some students submit the answer sheets more than once. Please note that in such cases only the answer sheet uploaded first will be marked by the teacher.

Stay Safe,

Regards,  
Suma Paul