



## 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: 24-25/OP/140

Dated : 22/08/2024

### 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:

SL. 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

**School Premises :** GA-Block, Purbachal, Phase-I, Sector-III, Salt Lake City, Kolkata-700 097

Ph : +91 33 2335 0584 / 9108, Fax : +91 33 2335 9095, Email : info@stfxonline.com

Website : www.stfxonline.com