



BANASTHALI PUBLIC SCHOOL

G-Block, Plot No.-16, Vikas Puri, New Delhi-110018

Circular No. BPS/24-25/80 **APPLICABLE FOR CLASSES PREP TO IX & XI** Date: 06.02.2025

VERIFICATION OF DATA FOR SCHOOL IDENTITY CARD FOR SESSION 2025-26

Dear Parent,

The new Academic Session 2025-26 is approaching soon, and it is mandatory for all the students/ Parents/ Guardians to carry **SCHOOL IDENTITY CARD** while attending/ visiting the school. To have a timely availability of ID Card, school has initiated the process. Following are the steps to be followed:

GENERAL INSTRUCTIONS FOR VERIFICATION OF SCHOOL ID CARD SLIP:

- 1) Please make sure that you have received the ID Card slip given to your child.
- 2) Kindly verify each and every detail given in the slip carefully.
- 3) In case, there are **NO UPDATES** required, please write on the bottom left side of the slip:
(a) Name of Parent (along with Relation [Mother/Father/Guardian]) (b) Signature of Parent (c) Date
- 4) If there are **ANY UPDATES**:
 - **Encircle** that data with **RED PEN**.
 - Correct data should be written with RED PEN near that.
 - **Attach the SELF ATTESTED relevant proof / supporting document.**
IMPORTANT: Without submission of self-attested proof / supporting document, updation process will not be initiated.
 - On the bottom left side, write:
(a) Name of Parent (along with Relation [Mother/Father/Guardian]) (b) Signature of Parent (c) Date
- 5) Also, send / deposit Rs. 300/- for ID Card of Student and Parent both (Rs. 150/- per ID Card).

The parent is requested to **VERIFY THE DATA GIVEN ON ID CARD SLIP AND DEPOSIT THE SAME ALONG WITH THE AMOUNT LATEST BY 08.02.2025 (SATURDAY).**

Also, it is also mandatory for parent to **intimate in writing**, the school authorities in advance if they want to avail the **SCHOOL TRANSPORT FACILITY** for the **UPCOMING SESSION 2025-26 latest by 10.02.2025 (Monday)**. As there are **LIMITED SEATS** in the School transport, the students will be provided with the facility only on the **FIRST-COME-FIRST SERVE BASIS**.

IT'S MANDATORY FOR ALL TO VERIFY AND SUBMIT THE ID CARD SLIP as per the given guidelines timely.

We look forward to start the new Academic Session 2025-26, with a hope, resilience and parent cooperation.

Principal