



# Sachdeva Public School

Sector 13, Rohini, Delhi 110085

## PARENTAL CIRCULAR FOR CLASS IX

07.10.2020

The process for registration of candidates of Classes IX with CBSE is in process.

For the registration of students, CBSE mandates

1. Particulars of candidate be verified before submission
2. Uploading of photograph in a particular format.

In this regard please note: -

- a) **Form for verification of particulars** to be collected from gate no. 2, as per following schedule-

Class	Date	Time Slot
9 A	08.10.2020	10:00 a.m. to 11:00 a.m.
9 B	08.10.2020	11:00 a.m. to 12:00 noon
9 C	08.10.2020	12:00 noon to 01:00 p.m.
9 D	08.10.2020	01:00 p.m. to 02:00 p.m.
9 E	09.10.2020	10:00 a.m. to 11:00 a.m.
9 F	09.10.2020	11:00 a.m. to 12:00 noon
9 G	09.10.2020	12:00 noon to 01:00 p.m.

Submit the duly filled in form signed by parents and student on any working day before 15.10.2020 at gate no.1 between 09:00 a.m. to 02:00 p.m.

- b) **Specifications for photograph:**

The photograph is to be uploaded on the google link provided below by 15.10.2020 as per the below mentioned specifications.

**The photograph must be-**

- latest and in school uniform
- in full colour and of high quality to avoid any visible pixels
- positioned such that that the student's head is directly facing camera, centered and compose 80% of image. Photo should be captured from slightly above the top of the hair to the middle of the chest and have a natural expression-smiling is allowed
- with the student in clear focus and distinguishable from the background. Background should be white.
- clicked with student looking at the camera with eyes open. Glasses must not be tinted unless worn daily for medical purposes.
- such that the individual's full face is clearly visible.
- JPG format and within 40kb limit.



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## SAMPLE



RUSHIL GUPTA → Your name  
08-10-2020 → Date of click

Please ensure the photograph of the student is clicked by a professional photographer (ask for a soft copy) with complete student's name and date of click added to the photograph at the base (Refer Sample above) to avoid any issues related to format/ size etc. as specified by C.B.S.E.

Against the section of your ward, click the link provided to upload the photograph through Google Form after **renaming it as - Student Name & Admission Number** for eg. **the above sample photograph must be renamed as RUSHIL GUPTA S0006674.**

Link for uploading Student's Photograph

- 9A <https://forms.gle/YMnjWSCUZgAMnZkm6>
- 9B <https://forms.gle/FKFz8LibZeMN1FuJA>
- 9C <https://forms.gle/XUv1Lr9KKvNNq2U28>
- 9D <https://forms.gle/rkrLPh27uHcPJenZ7>
- 9E <https://forms.gle/oj6X8YCtdEwrYgJz5>
- 9F <https://forms.gle/pP6BzPV6hqKH2eVh9>
- 9G <https://forms.gle/8bTgF3nhv3n8LbGM9>

**PRINCIPAL**