

ARMY PUBLIC SCHOOL GWALIOR

Morar Cantt, Badagaon Chauraha, Gwalior, (M.P.), PIN – 474006

Phone Mil : 2326, Mobile No.: +91-7771896777

Email : apsgwalior@awesindia.edu.in, principalapsgwalior@awesindia.edu.in

Website : www.armyschoolgwalior.edu.in

Date: _____

ADVISORY FOR SHORT ATTENDANCE IN REGULAR OFFLINE CLASSES **(CLASSES III – IX & XI)**

Student Name : _____
Father's Name : _____
Class & Section : _____
Admission Number : _____
Subject : Advisory for not attending regular offline classes.

Dear Parents,

1. Your ward has been marked absent in regular offline classes without any prior intimation to the class teacher or subject teacher. You are requested to inform the school about the status of your ward by _____(date) during school hours, either via email or in person at the school office.
2. If no response is received by the specified date, the school will take appropriate action in accordance with CBSE/AWES attendance guidelines.

<https://armyschoolgwalior.edu.in/upload/1745905770.pdf>

(Dr Arvind Kumar Sikarwar)
Principal



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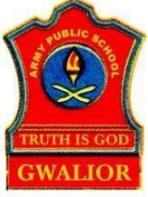
Date : _____

ACADEMIC ADVISORY

Dear Parents,

1. The academic performance of your ward, Master/Miss _____ of class _____, is unsatisfactory.
2. You are requested to ensure that your ward attends the extra classes scheduled from _____ to _____ / stays regular in school during the month(s) of _____, and also pays adequate attention to his/her studies in order to improve academic performance in the forthcoming exams.

(Dr Arvind Kumar Sikarwar)
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ADVISORY FOR SHORTAGE OF ATTENDANCE (CLASSES X & XII)

Student Name : _____

Father's Name : _____

Class & Section : _____

Admission Number : _____

Subject : **Advisory for shortage of attendance & issuance of admit cards by CBSE**

Dear Parents,

1. Your ward has been issued advisories several times regarding the shortage of attendance, and you have been informed about this during the PTM/via telephone/through home visits in the academic year _____. However, no serious response has been received from your end. His/Her attendance stands at _____% as to date, which is in contravention of CBSE guidelines for appearing in the Board examinations. As a result, the admit card for your ward may be withheld due to the shortage of attendance.
2. You are hereby requested to report to the school and provide a reason for your child's absence. If further documentation is required, you may be asked to report to the CBSE Regional Office (RO) in Bhopal and submit an explanation regarding the attendance shortage under reference to **CBSE No.CBSE/ CE/ Coord/2024/ Efls-tb3G8s**. For your reference, the address of the CBSE RO Bhopal is provided below:

**Central Board of Secondary Education
(Regional Office Bhopal)
Rohit Nagar, Phase-II, Ward No.53,
Bawadia Kalan, Bhopal-462026
Madhya Pradesh**

3. If the school receives no response from you even after this advisory, the school would take due action within the CBSE/AWES guidelines for school attendance.

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With kind regards,

(Dr Arvind Kumar Sikarwar)
Principal