

Ref No: GDGPSD/2025-26/17

Date: 09.09.2025

Submission of Documents & Update of Contact Details

Dear Parents,

Warm Greetings!

In order to maintain accurate and updated records of our students and to ensure smooth communication between the school and parents, you are requested to kindly take note of the following:

1. **Single Parent Cases:**
 - If you are a single parent, please submit a **valid supporting document** such as a *Court Order/Decree/Petition* for our records.
2. **Custody Documentation:**
 - In case the custody of the child lies with either parent (Mother/Father), kindly provide a **custody document** issued by the competent authority.
3. **Update of Contact Details:**
 - Any change in the **Registered Address, Mobile Number, or Email ID** must be **intimated to the school immediately** to ensure uninterrupted communication.
4. **Other Legal Agreements:**
 - Parents are also requested to share copies of any other **Legal Agreements, Court Orders, or Matters** that affect the **care, custody, or communication protocol** of your child.

We request all parents to submit the required documents (where applicable) and the signed Undertaking by **16.09.2025** to the Class Teacher.

Your cooperation in this matter will help us in keeping accurate records and in ensuring the safety and security of your ward.

With Regards,


Principal

UNDERTAKING

I, _____ father/mother/guardian of _____
studying in Class & Section _____, hereby undertake the following:

1. That I have submitted the correct and valid documents in case of being a single parent / custody holder, as applicable.
2. That I shall immediately inform the school in writing and submit relevant proof in case of any change in Registered Address, Mobile Number, or Email ID.
3. That the information provided by me is true and correct to the best of my knowledge.
4. That I understand the importance of providing accurate information for the safety and well-being of my ward.

Parent's/Guardian's Details:

Name:	Relation with the Child:
Contact Number:	Email ID:
Signature of Parent/Guardian:	Date: