

PODAR INTERNATIONAL SCHOOL, MYSURU

Circular to Grade 1 to 10

24 September 2024

Subject: Accuracy in Student's Biographical Data (Information)

Dear parent,

This is to bring to your kind attention that **accuracy in biographical data** is very much important for a student due to several key reasons. Therefore kindly ensure that the data that are submitted to the school are same as per the official records.

Please find below a few guidelines regarding the same.

- When a student gets admitted to the school in any of the classes, the information provided in the TC (Transfer Certificate/Leaving Certificate) of the previous school will be taken as authentic and will be kept as the proof document for the student information.
- When a student gets admitted to the school for the 1st standard, the Birth Certificate will be considered as the authentic document in the school.
- The name of the child and the names of the parents must be accurate as per the Birth Certificate.
- The parents are advised to correct the Aadhar Document as per the Birth Certificate; date of birth, name of the child and parents.
- CBSE advises all the parents to have the name of the child and parents in an expanded form as it's required for the future document verifications in life. Avoid initials in the name.
- The parents must ensure that all the documents of the student have the same name of the child and parents with correct spellings; **birth certificate, aadhar card, pan card, bank account, passport, visa** etc.
- If any of the documents have errors kindly correct them as early as possible in order to clear all the verifications smoothly in future. It's easy to correct the documents now than in the later stage.
- College and Scholarship Applications: When applying for colleges, scholarships, or internships, students are often required to provide biographical data. Inaccurate or false information could lead to rejection, revoked offers, or even legal consequences if discovered later.
- Professional Reputation: For students preparing for their careers, maintaining accurate biographical data helps establish credibility and professionalism. Employers or institutions often verify academic records and achievements, and inaccuracies could harm the student's reputation or future prospects.
- Please note that the **CBSE** expects **accuracy in data** while registering the students for **grade 9 & 10** on the CBSE portal.

Therefore the parents are requested to adhere to the guidelines given above. Please note school shall not make changes in name unless supported by the relevant documents.

With regards,



PRINCIPAL