

IMPORTANT NOTICE FOR PARENTS/GUARDIANS

To ensure smooth communication and efficient services, please note the following:

- 1. Meeting with the Principal: Parents/Guardians wishing to meet the Principal may do so from: Monday to Thursday, Timing- 11:00 a.m. to 12:00 p.m.**
- 2. Collection of Documents:** Parents/Guardians are requested to collect documents:
 - **Transfer Certificates:** 3 working days after request submission.
 - **Other Documents:** 2 working days after request submission.
- 3. Queries and Requests:** For any queries or requests, please approach the Reception Desk, where our staff will be happy to assist you.

Shiv
26/03/22

PRINCIPAL

Principal
HOLY CROSS SCHOOL
B. S. CITY-827010