



C-5/2023-24

## SILVER POINT SCHOOL

31/1, N. C. Chowdhury Road, Kolkata – 700042.  
An English Medium Co-educational School, Affiliated to CBSE  
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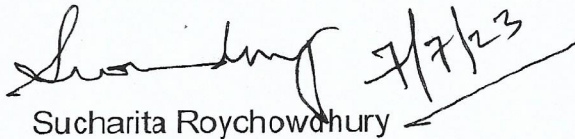
Dear Parents /Guardians

It has been observed from the attendance record that your ward \_\_\_\_\_,  
Cl: - \_\_\_\_\_, Sec / Stream: - \_\_\_\_\_ is not regular in his / her daily attendance in  
the first quarter (April – June) of this session, 2023 – 24.

As per CBSE guidelines, which was conveyed to you in the Parent Orientation Meeting, that  
75% attendance is mandatory for all students. Please ensure that the attendance of your  
ward is maintained throughout the academic session, in order to ensure smooth transition to  
the next class / examination.

Thanking you

Yours truly

 7/7/23

Sucharita Roychowdhury

Principal

*Principal*  
**SILVER POINT SCHOOL**