

Subject: Parent Dispersal Cards & Student Safety Protocols**Dear Parents,**

The safety and well-being of our students are our highest priority. To ensure a safe and smooth dispersal process, we request your cooperation with the following guidelines:

Mandatory Parent Dispersal Card: Only the current academic year's Parent Dispersal Card will be accepted for collecting your ward. Cards from previous sessions are no longer valid.

Acknowledgment & Return: A new Parent Dispersal Card is being issued. Kindly sign and return the attached acknowledgment receipt and surrender last session's card to the class teacher.

Replacement of Card: Lost or damaged cards will be reissued on payment of a ₹100 replacement fee.

Gate Pass Procedure: If you forget to bring the Parent Dispersal Card, a Gate Pass may be obtained from the school reception. In such cases, your ward will be handed over only after the regular dispersal of all students.

School Visits: Please carry your Parent Dispersal Card or obtain a Gate Pass when visiting the school for a PTM, the Accounts Office, or to collect your ward early due to illness or any emergency.

Your support, patience, and cooperation help us maintain a safe and secure environment for every child. We sincerely appreciate your partnership in this important initiative.

Warm regards,



Mrs. Sharmila Raheja
Principal

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Acknowledgment Receipt

I, _____, parent/guardian of _____, studying in Class ____ Section _____, acknowledge that I have received the Official Parent Dispersal Card for the academic session 2026–27.

I have read and understood the school's Parent Dispersal Card and Gate Pass Policy.

I agree to comply with all the safety guidelines, including carrying the valid Dispersal Card while collecting my ward from school.

Student's Name & Admission No. : _____

Parent's / Guardian's Name: _____

Mobile Number: _____

Parent's Signature: _____

Date: _____