

**Subject: Student Continuation Form for the Academic Year 2018- 2019 for Classes I to IX & XI**

Dear Parents,

Student Continuation Form is a document which gives the information to the school about the continuation of your ward in the next academic session.

This is a mandatory form and should be filled by parent only. The purpose of this form is to collect the below information-

- Continuation of your ward and to reserve the admission for the next academic session.
- Verify and update the personal information in our data bank.
- Collect the Consent and Undertakings.

**Important:**

- Please note that the personal details filled by you or reflecting in the form will be available with the school.
- These personal profile details will be used in all the students and official documents including CBSE documents.
- In case you need any change in the details reflecting in non-editable fields then please contact office for the same.
- 28<sup>th</sup> February is the last date to fill this form.
- Only after filling the Continuation Form the fee challan will be generated.
- In case of non-submission of this form fee challan will not be generated.
- The dates of sending the fee challan are-
  - Class VIII, IX & XI – 1<sup>st</sup> March ( Current Academic Year)- Due date will be 17<sup>th</sup> March
  - Classes I to VIII – 19<sup>th</sup> March- Due date- 13<sup>th</sup> April
- Book collection will take place only after the fees has been paid.
- To fill the continuation form follow the path given below-
  - Visit the school website [www.theorchidschool.org](http://www.theorchidschool.org)
  - Go to 'Parent & PTA' tab
  - Click on 'Student Continuation 2018-2019.
  - To generate OTP enter the cell number which is registered with the school (in Report Bee Application).
  - Enter OTP received, as Password.
  - Fill the form and submit it.
  - **Please note that you have to submit the form even if your ward will not be continuing in the next academic session.**
  - On submission of the form you will receive a PDF copy of the same, via mail.
  - In case of not continuing (withdrawal of admission) you need to follow the Admission withdrawal policy which reflects on our school website.(Circulars – Policy Related)
- If you need any kind of support to fill the form, you can contact the school office or write the mail at [contactus@theorchidschool.org](mailto:contactus@theorchidschool.org)

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