

Date: 12th October 2015

Academic report – on line and going digital

Sr. KG, Resource Room & Classes I to XII

Dear Parents

We are happy to announce that we are going digital for student reports too. The reports can now be viewed on the parent portal. The academic reports for the above mentioned classes can be accessed on all devices.....while sitting at home, travelling or anywhere in the world.

The report will be generated through a new format and will be available for viewing on 16th October from 18.00 hours.

You will notice format change with more elaborate, colorful, clear indication of your child's grades and relative to that of the class. This is the case subject wise too. Co scholastic performance report will be provided in the year-end report. This whole new look and feel, presentation is arrived after extensive deliberations and research and aligning to CCE formats and CBSE requirements. The format is easy to view and comprehend. It is made compatible for all devices. We are making efforts to get this facility for you after every FA so you can access it any time & all times. We will get back to you once this aspect is successfully launched.

Resource room & Senior K.G. students will receive hard copy of the report card as the format is a combination of narrative and parameters response. You can collect the report on 17th October from 9.00 to 11.00 am.

Please note that 17th October which is a calendared report day, parents can s come, if they wish to meet their teachers, till 11 am.

Steps which will take you towards viewing and downloading your child's Report Card

- Go to the school website- www.theorchidschool.org
- Under '**Parent & PTA**' tab, click on 'Academic Reports'.
- You will be routed to the webpage for registration.
- In the space provided enter the cell phone number which is registered with school.
- Click on **Generate Code**.
- You will receive the OTP from **MMReportBee** on the cell phone number that you have registered.
- Enter the received OTP and click on **Authorize OTP**.
- In a short while it will take you to your child's Report Card.

Steps to download the Report Card-

- Click on the tab- **View Latest Report Card**.
- Then click on the tab- **Download Report Card**
- Once you download you can save it or if wish to can print it.

For withdrawal and transfer purpose, office can provide, on request, an authorized hard copy of the previous term / year report.

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