

**THE ORCHID SCHOOL**  
**Baner, Pune**

**Date:** 12<sup>th</sup> May 2022

**Circular No.** TOS/FRO/CIR/FS/22-23/4

**Circular for Classes I & XI (Academic Year 2022 – 2023)**

**Subject:** Photo required for school identity card purpose.

Dear Parents

Greetings from The Orchid School!

As informed to you during the admission, the school will reopen on the following dates:

- Class XI - 8<sup>th</sup> June 2022
- Class I - 9<sup>th</sup> June 2022.

The school is currently printing the RFID ID card for the students; hence we need your ward's picture for the same at the earliest. Please note that the ID card details are based on the data provided by you in the admission form.

Please upload a very clear image of your ward and send the same to us via the google form link mentioned herewith: <https://forms.gle/y2F2DGBSAdX13tKP7>

Instruction on how to take the image are as follows:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a white-coloured background.
- Look straight at the camera with a relaxed face
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- No head tilt or pose is allowed.
- The photograph should contain the full face of the student. No profile or three-quarter photo is allowed.
- The student's eyes should be open and wide in the photograph.
- The photo should be from the top of the head till the shoulder length only.
- Upload images only in jpg, jpeg, png format

The last date to fill the google form will be 14<sup>th</sup> May 2022.

Atreyi Saha  
Vice Principal

Sangeeta Kapoor  
Principal

*This is a computer-generated document and does not require signature.*