



Ref: PIS/Sam/2026-27/PPL-0069

Date: 31.08.2026

Dear Parents,

For the **safety, proper record-keeping and accountability of important student documents**, parents are advised to follow the guidelines given below whenever submitting documents to the school:

1. Obtain a Receiving Copy:

Parents are advised to obtain a **duly acknowledged receiving copy** for all vital Original / Xerox copies of documents submitted to the school, such as:

- Transfer Certificate (TC)
- Birth Certificate
- Mark Sheets / Academic Records
- Aadhaar Card copies
- PAN Card copies
- Migration Certificate
- Medical/other important certificates
- Any other vital document submitted to the school

2. Attestation of Photocopies:

Wherever photocopies/Xerox copies of documents are submitted, the copies should be **duly self-attested by the parent/guardian** with their signature and date.

3. Submission through the Designated Department:

Parents are requested to submit documents only to the **designated school office/concerned department or authorised staff member** and avoid handing over important documents to any unauthorised person.

4. Maintain Personal Records:

Parents are advised to retain a copy/photo/scan of every important document submitted to the school for their future reference.

5. Verification of Acknowledgement:

Before leaving the school office, parents should ensure that the receiving copy clearly mentions the **document submitted, date of submission and acknowledgement/signature of the receiving staff member**, wherever applicable.

These measures are intended to ensure **transparency, proper documentation and accountability** in the handling of important student records.

Parents are requested to kindly follow these guidelines while submitting documents to the school.

Regards,

Principal

Podar International School, Samastipur

