



# PODAR INTERNATIONAL SCHOOL, DAVANAGERE

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Circular to Grades 1 to 10

7<sup>th</sup> May 2026

## **Subject: Important Advisory: Ensuring Accuracy of Student & Parent Documentation**

Dear Parents,

**Greetings from Podar International School, Davanagere!**

As your partners in your child's educational journey, we are committed to ensuring that every student is well-prepared for their future. A critical aspect of this preparation is the consistency and accuracy of **official documentation**.

Discrepancies in personal details can lead to significant complications not only within India but especially when pursuing **global opportunities**. Whether it is for international university admissions, visa processing, or employment abroad, accurate documentation is the first gatekeeper to success.

### **1. Mandatory Uniformity of Data**

To avoid long-term challenges, please ensure that the following details are **identical** in all your child's and your own records:

- **Student's Name**
- **Date of Birth**
- **Father's Name**
- **Mother's Name**

This consistency must be maintained across all critical documents, including:

- Birth Certificate
- School Transfer Certificate (TC)
- Marks Cards (Previous School's and present)
- Aadhaar Card
- PAN Card
- Bank Account Details
- Ration Card

## 2. Why Accuracy is Critical for Future Success

We urge you to treat this matter with urgency. When students apply for competitive government roles, corporate positions, or **international studies/residency abroad**, immigration and verification authorities conduct rigorous checks. Even a minor discrepancy between a school certificate and a passport or birth certificate can lead to visa denials, rejection of university applications, or loss of career opportunities. Correcting these errors is **significantly easier now** than during a high-stakes verification process years down the line.

## 3. School Documentation Policy

To ensure a streamlined process, the school adheres to the following base documents:

- **For Students Joining Grade 1:** The **Birth Certificate** is the primary legal document; where the names of the child and parents are mentioned.
- **For Students Joining Grade 2 and Above:** The **Transfer Certificate (TC)** is the main document. It serves as a vital official identity and academic currency that ensures continuity and security throughout their educational journey. It provides legal proof of age and name for registration in government databases like SATS and acts as an academic passport for seamless promotion between grades or institutions.
- **CBSE Registration:** When students reach Grade 9, they are registered with the CBSE Board based on these records. **This registration is final**, and subsequent changes involve complex legal and administrative procedures. Parents can avoid these complications if the correction is done early.

## 4. Request for Verification

We kindly request all parents to audit your child's documents against their Birth Certificate and TC immediately. If you identify any discrepancies—whether in spelling or data—please take steps to rectify them in all government and school records. If you wish, you can request a photocopy of your child's TC from our school office for reference.

Our administrative team is available to guide you in ensuring your child's school records are flawless. Let us work together to safeguard your child's future, ensuring they are ready to seize opportunities anywhere in the world.

Thank you for your cooperation and diligence.

**With Regards,**  
Principal, PIS Davanagere