



St. Columba's School

1, Ashok Place, New Delhi, 110001

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23rd February 2023

Dear Parents,

Kindly make a note of the following:

- As informed last month, **the Report Card Day will be on 18th March 2023.**
- To avoid crowding, teachers will provide a time for parents to be met.
- Initially, the Report Cards will be released only as a soft copy on the eCare.
- **If there are any discrepancies in the marks, parents are required to inform the teacher in the school on the same day itself. No changes in marks, etc., will be entertained after this.**
- Calculation errors in the Report Card, if any, are to be brought to the notice of the office for rectification.
- The signed hard copy of the Report Card will be handed to your child during school hours as the new academic year begins. This will reduce wastage in case mistakes need to be corrected and will also address the issue of numerous parents not coming to collect the report card.
- Those who may be leaving St. Columba's to join other institutions, may request for the signed copy of the Report Card from the School Office after 22nd March 2023.
- Fees for the academic year 2022-23 are to be cleared before the Report Card Day.

Thank you.

Kind regards,

Br. Robert Fernandes

PRINCIPAL
ST. COLUMBA'S SCHOOL
NEW DELHI-110001

