



**PRESTIGE CONVENT SCHOOL**  
**POCKET B- 5, SECTOR- 8, ROHINI, DELHI- 110085.**  
**SESSION: 2021-22**

**Circular no./PCS/2021-22/25**

**Dated: 30.09.2021**

**CLASSES - IX & XI**

**Dear Parent**

This is to inform you that the process of CBSE registration for the students of Classes IX & XI is already in progress. For the stated concern, the Board mandates that the students' details should be accurate and authentic at the time of final documentation.

In this regard you have already verified the details of the Registration forms. You are now requested to provide a digital copy of your ward's photograph in the same concern.

The photograph is to be uploaded on the Google link provided below, by 3.10.2021.

Link for uploading student's photograph: <https://forms.gle/EttiXVShJZVS1ukg8>

Kindly note that the photograph has to be clicked in accordance with the format specified by the CBSE, the details of which are listed below.

**It must be ensured that the photograph**

- is the latest one. with the student in proper school uniform and the date of click mentioned at the base.
- is captured in full colour and high resolution to avoid any visible pixels.
- is positioned in such a way that the student's head is directly facing the camera, aligned in the center and composes 80% of the total image. The photo should be captured from slightly above the top of the hair to the middle of the chest and have a natural expression-smiling is allowed.
- has the student in clear focus and is distinguishable from the background. Background should be compulsorily white.
- is clicked with the student looking at the camera with eyes opened fully. Glasses must not be tinted unless worn daily for medical purposes.
- should be such that the individual's full face is clearly visible.
- **should be saved in JPG format and within the permissible limit of 40kb.**

**SAMPLE**



**Your name:** KULWANT SINGH  
**Date of click:** 28.09.2021

Please ensure that the photograph of the student is clicked by a professional photographer (ask for a soft copy) with complete student's name as spelled in the CBSE registration form and date of click added to the photograph at the base (Refer to the sample above) to avoid any issues related to format/ size, etc. as specified by the C.B.S.E.

**Warm Regards**

**Principal**