



Vivekanand School

D-Block, Anand Vihar, Delhi - 110 092

VS/SW/2025-26/Cir-154

Date: 7/2/2026

Mandatory Submission of Details for Issuance of Parent Access Card and Student Identity Card

Dear Parent,

Namaskar!

As part of the school's continued commitment to student safety, regulated campus access, and systematic record management, the school is implementing a strengthened Access Control and Identification System, effective from the Academic Session 2026–27 onwards.

In this regard, a dedicated **tab titled “Access & ID Card”** has been enabled on the school mobile App. Parents are required to submit the prescribed details within the stipulated timeline to facilitate timely issuance of the Parent Access Card and Student Identity Card.

Details to be Submitted via the “Access & ID Card” Tab:

- Clear and recent photographs of the parent and the student (student photograph must be in formal winter school uniform)
- Complete details and photographs of two authorised custodians

The information submitted shall be directly used for printing and issuing the Access Card and Student ID Card. Parents are therefore advised to ensure that all details provided are accurate, legible, and final.

Contact Information and Residential Address:

- Contact numbers and residential address shall be considered strictly as per existing school records and shall not be editable on the App.
- Any request for change in contact details or residential address shall be considered only upon submission of a written request to the Administrative Department.
- Requests for change of residential address must be supported by valid documentary proof issued by a competent authority (Aadhaar Card, Passport, Voter ID, registered rent agreement, electricity bill, water bill).
- All such requests, if any, must be completed on or before **15th February**.

Access Control and Campus Entry Regulations:

- Entry of parents into the school premises shall be strictly permitted only through a valid Parent Access Card.
- Parents without an Access Card shall not be allowed entry into the school premises under any circumstances.
- The Access Card shall carry a barcode, which shall be mandatorily scanned at the time of entry and exit.

Non-Compliance and Consequences:

- Failure to submit the required details by the stipulated deadline shall result in delay in issuance of the Parent Access Card and Student Identity Card.
- Penalties, as prescribed under the school's ID Card policy, shall be applicable.
- Delay or non-compliance shall not be considered a valid ground for exemption or relaxation for the student.
- The school shall not be responsible for inconvenience arising due to non-adherence.

Technical Support:

For any technical issue while using the App, parents may contact Mr. Ishant at 96435 72767 during working hours.

Submission Deadline:

All parents are required to complete the submission on or before **18th February**.

Your cooperation is essential for the effective and timely implementation of this initiative.

Warm regards,

Poonam Sharma
Principal (Officiating)