

Ref. No.: RGS/DO/2025-26/ 0155

## CIRCULAR FOR PARENTS

### (Attendance Policy for Sports and Other Activities)

Dear Parents/Guardians,

This is to inform you that if a child is granted permission to participate in sports activities such as **chess, football, cricket, athletics, badminton, table tennis, basketball, swimming, and other recognized games**, the absence will be marked as **"OD" (On Duty)**, which is equivalent to **"Present"**.

However, if a child remains absent with the permission of the concerned homeroom teacher/coordinator for personal reasons, such as attending **family gatherings, social functions, weddings, birthdays, or similar events**, it will be marked as **"Leave"**.

Therefore, the following guidelines will apply:

1. **OD** – Students representing the school in approved activities (e.g., sports, competitions).
2. **L** – Students granted leave for personal or social reasons.
3. **AB** – Students absent without prior permission.

We request your kind cooperation in adhering to these guidelines.

Warm Regards,



Mr. Arup Kr. Mukhopadhyay  
Director  
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**CC:**

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