

## CIRCULAR FOR PARENTS

### (Collection of Answer Scripts – grades I to IX & XI)

Dear Parent,

Greetings!

This is to inform you that parents may collect their ward's answer scripts for the recent assessments (Evaluation II, Progression Test II, and Periodic Assessment II) conducted in December 2025. Parents who wish to collect the answer scripts are requested to inform the school at least one day in advance by contacting through the details mentioned below:

Sl.No.	Category	Grades I to V	Grade VI to IX & XI
1.	Contact Person	Ms Ritu Batra	Ms Farhin Ziaur
2.	Email	<a href="mailto:ritu.batra@rgs.edu.in">ritu.batra@rgs.edu.in</a>	<a href="mailto:farhin.ziaur@rgs.edu.in">farhin.ziaur@rgs.edu.in</a>
3.	Contact Number	7099036959	9707475579
4.	Venue	A Block Reception	B Block Admission Office
5.	Time	12:00 noon – 4:00 pm	12:00 noon – 4:00 pm

If you are unable to collect it at this time, you can pick it up during the PTM after the annual examination.

Your cooperation in adhering to the above process will help ensure smooth coordination.

Warm regards,



**Dr. Arup K Mukhopadhyay**  
**Director**

