



**Cir/02/RIAW/24-25**

**5th April 2024**

Dear Parent,

Greetings from Ryan International Academy, Wagholi !!

Kindly note that your ward has been given the School Diary. Accordingly, please make a note of the following updates:

1. Paste recent photographs on the specified places (page numbers 1 and 2).
2. Fill the Personal record (page numbers 1 and 2) latest by Monday, 08<sup>th</sup> April 2024.
3. Sign the Undertaking (page numbers 9 and 10) by Monday, 08<sup>th</sup> April 2024 after reading the rules and regulations as stated.
4. Use the Absence Record Sheet (page numbers 191 and 192) to inform the class teacher whenever your ward is absent.
5. The class teacher will be using the Tardiness Record (page numbers 195 to 197) as and when required. You are requested to check this page every day.
6. The class teacher will capture detailed remarks regarding your ward every month on the Achievement page. Both parents are requested to sign this.
7. Your child will record the Homework in the diary on a daily basis. Please sign and check the same every day.

Looking forward to your support and co-operation,

**Best Regards,**

A handwritten signature in green ink that reads "Shilpa".

**Principal**