

**RGS/012 /2021-22  
19th APRIL, 2021**

**DOCUMENTS NEEDED FOR SCHOOL ERP**

Dear Parent,

As per the instructions given by CBSE, following documents in scanned format with specific names (mentioned in brackets) are needed for the School ERP (Radical):

1. Attested copy of Date of Birth Certificate (Name of the student\_certificate).
2. Attested copy of Aadhar Card of the student (Name of the student\_Aadhar).
3. Attested copy of Aadhar Card of both the parents (Father\_Aadhar) and (Mother\_Aadhar).
4. Photograph of the student (with white background and in school uniform).
5. Photograph of the student's parents (with white background).
6. Proof of Current Residential Address (Aadhar Card or rent agreement).  
If current residential address doesn't match with Aadhar Card then provide rent agreement in which residential proof is there.

**Important Note:**

- a) Scan each document individually and name it as mentioned in the brackets above.
- b) It must be in JPG, JPEG, PNG OR PDF format and less than 2MB in size.
- c) It has to be sent via email to the class teacher under the headings mentioned below:  
**(GRADE) (NAME OF THE STUDENT) (DOCUMENTS)**  
(For example your child name is ABC and is in grade 8A so the heading should be: **GRADE 8-A ABC DOCUMENTS**)
- d) Send all the documents and details via mail to the class teacher.

**Additional details required for the School ERP:**

1. Religion.
2. Mother tongue.
3. Registered SMS number (for sending SMS through radical).  
If the above number is non-functional, message won't be delivered to alternative number.
4. Registered mobile number (to be contacted) in case above number is not reachable.
5. Details of siblings studying in Raghav Global School (grade with section).

Regards,  
Class teacher



**HAPPY LEARNING ADVENTURES**

