



ESTD. : 2010

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St. Edmund's Higher Secondary

Shillong-793 003, Meghalaya

SE/HS/2025/SC/18/572

10.12.2025

Dear Parents/Guardians

Subject: Serious Concern Regarding Absence from Practical Examination

Sir/Madam,

This is to formally inform you that your ward, was **absent** for the **recently concluded** Board Practical Examinations **from 3rd to 8th December 2025**. Despite the examination schedule being announced well in advance and repeated reminders given to all students, your ward failed to attend the examination without any prior intimation or valid reason submitted to the school.

Such absence from assessments is viewed seriously as it directly affects the student's academic standing and reflects a lack of responsibility towards school norms.

You are hereby instructed to **meet the Headmaster tomorrow (11.12.2025) morning between 9 am to 12 noon** to provide an explanation for your ward's absence and to ensure that such negligence does not occur again. Continued non-compliance may lead to **further disciplinary action** as per school regulations.

Your prompt attention to this matter is expected.

Yours sincerely,

for Br. (Dr.) Simon Coelho
Principal (I/C)

Principal I/C
St. Edmund's Higher Secondary
Shillong-793003, Meghalaya