



**ST. XAVIER'S SENIOR SECONDARY SCHOOL, DELHI – 110 054**  
([www.stxaviersdelhi.com](http://www.stxaviersdelhi.com))

October 16, 2024

Dear Parents/Guardians (Std. 10 & 12),

The Central Board of Secondary Education (CBSE) has issued circulars and Standard Operating Procedures (SOPs) and has prescribed mandatory at least 75% attendance for appearing in the Board examination.

CBSE therefore directs schools to follow the Board's Examination Bye-Laws and to ensure the following :

1. All the students and parents are hereby informed that it is mandatory to have at least 75% minimum attendance as stipulated in the Examination Bye-Laws of the board.
2. Any student, if on leave due to a medical emergency, needs to apply for the leave to the school with proper medical prescription and certificate, etc. immediately after falling ill.
3. In the rest of the cases, the student will follow the due process of availing the leave informing the valid reason for leave in writing to the school at the time of availing leave.
4. Parents must ensure attendance of their ward as per Board's norms, in order that their ward be allowed to appear in the Board examinations.

The school will update parents regarding change in the Examination Bye-laws, if any.

Yours Sincerely,

Fr. Jose T. J., S.J.  
Principal