St. Stephen's School, Dum Dum

(A Christian Minority Co-Educational English Medium School under Article 30 of the Indian Constitution)

Affiliated to C.I.S.C.E., New Delhi (Code WB-138)
Governed by : Diocese of Barrackpore, Under Church of North India

SECONDARY & SENIOR SECONDARY SECTION :11 , Rishi Bankim Chandra Road, Dum Dum, Kolkata - 700 028. Phone : 033 3544 1627/30
PRIMARY SECTION : 20, U. K. Dutta Road, Dum Dum, Kolkata - 700 028. Phone : 033-3544 2481/82
E-mail : principalssschool@gmail.com; **Website** : www.ststephensschool.co.in; **Website** : www.ststephensschool.edu.in

Date: March 27, 2024

Notice Updating online students' information

Parents / Guardians are requested and advised to update the students' information, online through School Website: https://ststephensschool.edu.in/

- ➤ Login with the User-Id and Password (a student's ID is the User-Id)

- ➤ After login - Click on update button

- ➤ Fill up all the fields (*this sign indicates mandatory fields)

- ➤ The page has the option to fill-in with the information of both the parents or a single parent, according to the parent's discretion. In case the father or mother is single, the details of the spouse need not be filled.

- ➤ Filling in "Guardian details is applicable only if student is not staying with his / her father and mother

- ➤ Please keep the Aadhar Card of the student ready, in advance, for uploading up the details online.

Instructions for uploading images:

- The photograph of the student must be in proper School Uniform.
- Parent (s) or the Guardian's photograph should display front profile and the face should be properly visible.
- Only jpg or png. files can be uploaded
- Maximum file size allowed is 50KB for each.
- Any photograph uploaded (student / parent / guardian) must be recent

---

Last date of uploading / updating student's information (online) is Sunday 7th April, 2024. Kindly note that without uploading all the necessary student's details, your ward's IDENTITY CARD will not be processed.

27.03.2024

(Dr. Srabani Sinha)
Principal

Principal
St. Stephen's School
Dum Dum