



# Sachdeva Public School

Sector 13, Rohini, Delhi 110085

Monday, 04 March, 2025

## Classes LKG to XI Updation of Records with Photograph Submission

Dear Parent

In the New Academic Session, DOE / CBSE has made it mandatory that all student records are up to date and complete. To assist with this, we kindly request that you upload photographs of your child, yourself and other designated individuals in the Student login in the School Website.

**The photographs should preferably be clicked in digital format in a professional photo studio (ask for a soft copy) and should be:**

- In full colour and of high quality to avoid any visible pixels.
- Positioned such that the face of the person being photographed is directly facing the camera, is in centre, and should compose 80% of the image. The photo should be captured from slightly above the top of the hair to the middle of the chest, with a natural expression, eyes open, and looking directly into the camera to ensure that individual's full face is clearly visible.
- If wearing glasses, they must not be tinted unless worn daily for medical purposes.
- In clear focus and distinguishable from the background. The background should be plain white.
- In JPG format and within a 50 KB limit.
- The student's photograph must be in proper **Summer School Uniform only**.

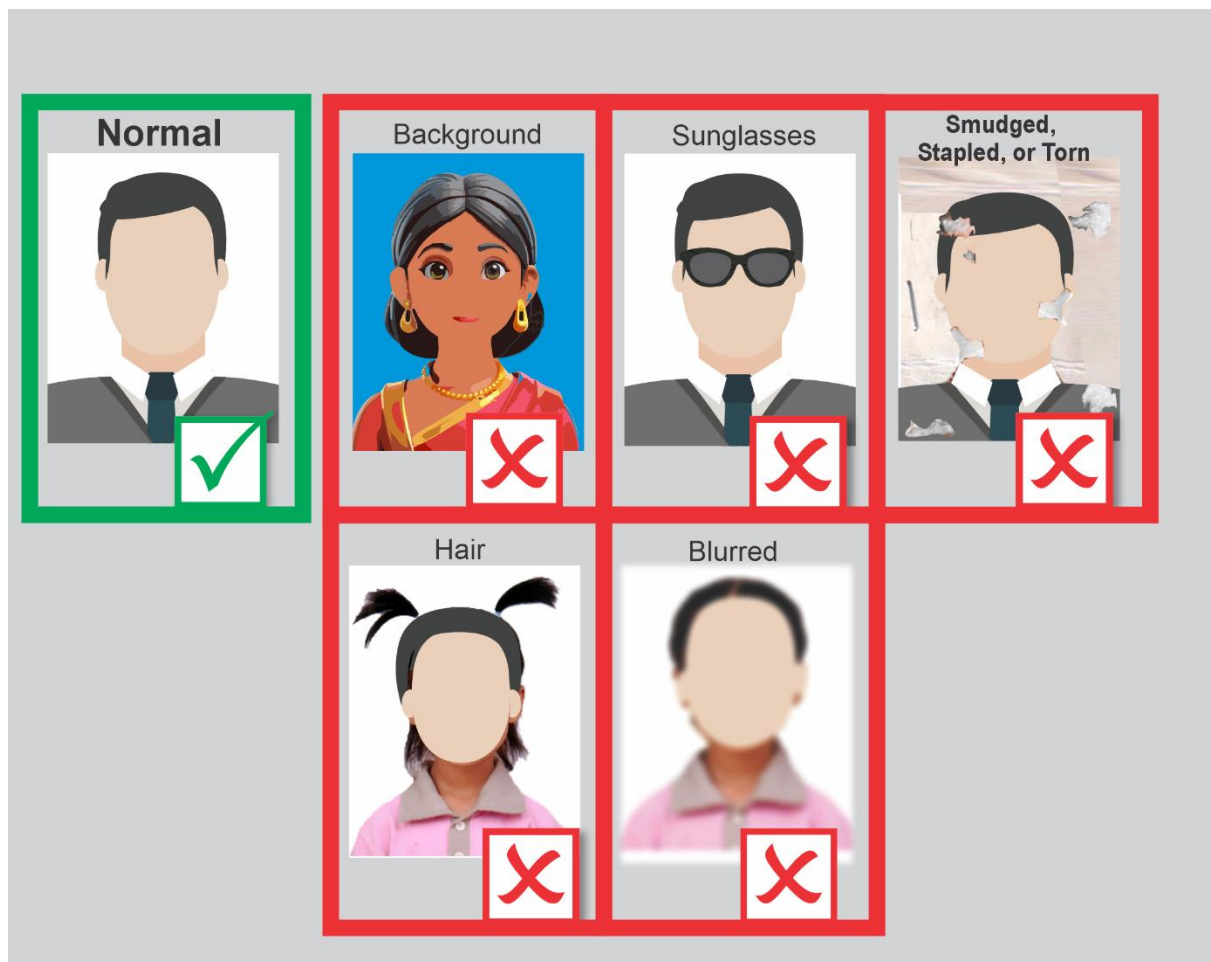
Please upload the photographs by logging in with Student Login ID, then click on the "Photo Upload" button. Ensure that the photos meet the specifications provided above. The deadline for submission is Saturday, 15 March 2025. If the photographs do not meet the specified requirements, they will be rejected. In such cases, a notification will be sent to the 'My Alert/ Message', and the photograph will need to be reloaded.

Thanking you for your cooperation.

Warm regards,

**Principal**

## Approved Photo Requirements



- The photographs should be shot in a professional photo studio in digital .jpg format (ask for a soft digital copy for uploading).
- Photo should be passport style in size 35 mm. x 45mm.
- Photo must be in Colour.
- The face should cover 70% to 80% space in the image.
- **Photo background should be plain white in colour-** no scenery or busy patterns.
- **Photo should not have any holes, stapler pin marks, tears, smudges, or other discrepancies visible.**
- Photos must be taken with a natural expression, eyes open, looking directly into the camera to ensure that the individual's full face is clearly visible.
- **No Hats, sunglasses, headphones or other accessories are allowed in the photo.**
- If wearing glasses, they must not be tinted unless worn daily for medical purposes.
- **The student's photograph must be in Summer School Uniform only.**
- Max. File size for upload: 50kb

Please make sure the photos are uploaded as per the above specifications to avoid Rejection and Re-upload.