## [To be printed on School Letter Head]

**Ref Nbr:** **Date:** [DD/MM/YYYY]

**Scholarship Committee**

Medha Scholarships 2023

Bharat Vikasunmukh Foundation

Ghaziabad

**Sub: School Attendance Certificate for Student Name: [Student Name]**

**Dear Sir / Madam,**

This is to certify that [Student Name] is a bona fide student at our school and as per our record, the attendance of the mentioned student in the current academic year 23-24 is as given below:

|  |  |
| --- | --- |
| **Student Name** |  |
| **Admission Date** |  |
| **Enrolment Number** |  |
| **Current Class** |  |
| **Total Days of School** |  |
| **Total Days Attended** |  |
| **Attendance Percentage** |  |

All details are true as per our records and the undersigned can be contacted for any further information regarding the information provided.

**Thanking You,**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** [Principal of Director Name]

**Designation:** [Principal or Director]

**Telephone:**

**Email:**