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**KIDS KINGDOM
CONVENT SCHOOL**
The School Where Your Dreams Come True

OFFICE ORDER
No. Spl 101 Dated 3-5-2026

STAFF CIRCULAR

As all of you know that school app (ERP) is fully operational for the last more than one month still, most of the staff members are not updating the day today information on it, so it is directed that all staff members will ensure uploading data on School app immediately from Monday (4 May 2026) onwards. Information pertaining to various items are to be uploaded by the staff shown against each :-

1. Student Profile :- To be completed by Mr. Harpreet latest by 11-5-2026
2. Homework :- By subject teacher on daily basis with immediate effect
3. Class Work :- By subject teacher on daily basis with immediate effect
4. Attendance :- By Ms. Gurdeep (she will complete backlog by 11-5-2026)
5. Event Calander :- To be uploaded by Ms. Manpreet -TGT -Science
6. Holiday Calander :- To be uploaded by Mr. Harpreet
7. Teacher :- Assign class wise / Section wise Teacher by Ms. Suneet
8. Notification :- General notices issued so far and current will be uploaded by Mr. Harpreet and teachers will upload their individual notice if any
9. Time Table :- Mrs. Suneet will upload the same for first half of current session
10. Fee :- Entire backlog will be updated by MS. Sonam latest by 11-5-2026
11. School Profile :- 2nd Contact number will be filled up by Mr. Harpreet (Principal's)
12. Enquiry :- As and when any enquiry received that has to be answered by concerned corner within 24 hours

Wherever deadline for entry / updating is not mentioned same has to be completed within next 2 days latest by 14-5-2026 (3.0.pm). A meeting to review the updating will be held on 12-5-2026 at 2.0 pm

Er. K.K. Verma
President, KKCS