



**Gems Akademia**  
International School  
Thakurpukur, Kolkata

## **Guidelines for receiving school documents**

Dear Parents,

Please find below the SOP for receiving documents from school.  
This has been approved by Principal Ma'am.

Guidelines for receiving any school document:

1. Send an application to the Student Care Department at [studentscare@gemsakademia.in](mailto:studentscare@gemsakademia.in) mentioning your ward's name, grade, section/ year of passing out and the documents you need.
2. Email must be sent only by the parent/ guardian.
3. Check for fees clearance with the Accounts Department. Ensure you have no pending dues.
5. The documentation process will take at least 10 working days.
6. Once ready, you will receive a soft copy of the testimonial.
7. If you wish to receive the hard copy, please call/ mail the Student Care Department to confirm a date and time of your arrival at school.
8. No other requests to expedite this process will be entertained.

Principal,