

REQUEST FOR UPDATION IN MODE OF TRANSPORT/ROUTE NO.

To

The Principal

The Heritage School,

Rohini, New Delhi – 110085

Subject : Request for Updation in Mode Of Transport/Route No.

Dear Madam

I,..... parent of studying in
Class..... Section..... Admn.No..... would request you to kindly update the mode of
transport/route no. of my ward in the school record.

(Please tick the Category)

☐ **Change of Mode of Transport*** ☐ **Change in Route No.**

Previous Mode of Transport: ☐ School Bus ☐ Private ☐ Personal ☐ Walker	Previous Route No:
New Mode of Transport ☐ School Bus ☐ Private ☐ Personal ☐ Walker	New Route No:

Reason for the change :

***In case of change in mode of transport, please apply for duplicate copy of I-Card using the Request for New I-Card format.**

I understand that this process will take 3 working days.

Thank you,

Yours sincerely,

(Name & signature of Parent)

Date of Submission:.....

Address:.....

.....

Contact No:.....

For Office use only

1) Class Teacher :

2) Old Route Incharge :

3) New Route Incharge:

4) W.e.f:

5) ERP Incharge: