

# SMS Service

## SMS Templates

**Important: The following templates can be used to send messages. You can alter (Fill in) the blank parts with custom text. Each blank allows a maximum of 30 characters including alphabets, digits, special characters and spaces. Unicode characters are NOT allowed.**

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### School Closed Message (Manual)

**Dear Parent,**  
**School will remain closed** \_\_\_\_\_  
**Reason:** \_\_\_\_\_  
**Principal**  
\_\_\_\_\_

### Examples

Dear Parent,  
School will remain closed from 20 Apr to 21 June 2024  
Reason: Summer Vacation  
Principal  
PMSHri KV No.2 RPR

Dear Parent,  
School will remain closed on 15th Oct 2024  
Reason: Janmashtmi  
Principal  
PMSHri KV No.2 RPR

Dear Parent,  
School will remain closed from 10 Apr to 15 Apr 2024  
Reason: State order on Extreme heat  
Principal  
PMSHri KV No.2 RPR

Dear Parent,  
School will remain closed for classes 1 to 5 on 03 Mar  
Reason: Board Exam of 10 & 12  
Principal  
PMSHri KV No.2 RPR

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## School Timing Change Message (Manual)

**Dear Parent,**  
**School timing** \_\_\_\_\_  
**will be** \_\_\_\_\_  
**Principal**  
\_\_\_\_\_

### Examples

Dear Parent,  
School timing for 15 Aug (Independence Day)  
will be 6 AM to 9 AM (Class 1-5)  
Principal  
PMSHri KV No.2 RPR

Dear Parent,  
School timing from 1st Nov  
will be 9 AM to 3 PM  
Principal  
PMSHri KV No.2 RPR

Dear Parent,  
School timing on 31 July (Last working day)  
will be 7:30 AM to 10:30 AM  
Principal  
PMSHri KV No.2 RPR

## Event/Celebration Message (Manual)

**Dear Parent,**  
\_\_\_\_\_ **will be organised on** \_\_\_\_\_  
**Please** \_\_\_\_\_  
**Principal**  
\_\_\_\_\_

### Examples

Dear Parent,  
Annual Day Celebration will be organised on 12th Sep (7-10 PM)  
Please Join us at Kala Mandir

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Principal  
PMSHri KV No.2 RPR

Dear Parent,  
Health Camp will be organised on 10th Sep in school campus  
Please Send your child's health card  
Principal  
PMSHri KV No.2 RPR

Dear Parent,  
Magic Show will be organised on 16th Sep (3-4 PM)  
Please pickup your child after 4 PM  
Principal  
PMSHri KV No.2 RPR

## Exam Message (Manual)

**Dear Parent,**  
\_\_\_\_\_ **for**  
\_\_\_\_\_  
**will be conducted** \_\_\_\_\_  
**Regular classes will** \_\_\_\_\_  
**Principal**  
\_\_\_\_\_

## Examples

Dear Parent,  
Class test for Hemant Birje will be conducted on 22nd Sep 1st Period  
Regular classes will also be conducted after 1st Period  
Principal  
PMSHri KV No.2 RPR

Dear Parent,  
Half Yearly Exams for Classes I to IX  
will be conducted from 11 Nov to 20 Nov  
Regular classes will not be conducted during exams  
Principal  
PMSHri KV No.2 RPR

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Dear Parent,  
Half Yearly Exams for Classes I to IX  
will be conducted from 11 Nov to 20 Nov  
Regular classes will be conducted from 22nd Nov  
Principal  
PMSHri KV No.2 RPR

## Attendance (Absent) Message (Automated & Optional)

**Dear Parent,**  
**Your ward \_\_\_\_\_**  
**is absent on Date \_\_\_\_\_**  
**Check detailed attendance in**  
**<https://mis.kvsindia.in>**  
**Principal**

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### Examples

Dear Parent,  
Your ward Aniket Chauhan  
is Absent on Date 12 Aug 24  
Check detailed attendance in  
<https://mis.kvsindia.in>  
Principal  
PMSHri KV No.2 RPR

## Attendance Summary/Notice Message (Automated & Optional)

**You can set the % to send message to students below that % only**

**Dear Parent,**  
**Attendance of \_\_\_\_\_ for Month \_\_\_\_\_ is \_\_\_\_\_**  
**Please check detailed attendance at <https://mis.kvsindia.in>**  
**Principal**

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### Examples

Dear Parent,  
Attendance of Vaibhavi Godbole for Month July is GOOD (46/48 = 98%)  
Please check detailed attendance at <https://mis.kvsindia.in>  
Principal  
PMSHri KV No.2 RPR

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Dear Parent,  
Attendance of Adheer Kushwaha for Month July is  
VERY POOR (06/48 = 13%)  
Please check detailed attendance at <https://mis.kvsindia.in>  
Principal  
PMSHri KV No.2 RPR

## Fee Reminder Message (Automated & Optional)

**Dear Parent,**  
**Please pay Fee of \_\_\_\_\_**  
**for \_\_\_\_\_**  
**on or before \_\_\_\_\_**  
**Principal**

### Examples

Dear Parent,  
Please pay fee of Dhruv Kumar  
for Jul - Sep 2024  
on or before 5th July 2024  
Principal  
PMSHri KV No.2 RPR

Dear Parent,  
Please pay fee of Dhruv Kumar  
for National Olympiad Exam 2024  
on or before 20th July 2024  
Principal  
PMSHri KV No.2 RPR

## Fee Overdue Notice Message (Manual)

**Dear Parent,**  
**Fee of \_\_\_\_\_**  
**for the period \_\_\_\_\_**  
**is Overdue. Please pay immediately**

# SMS Service

## Principal

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### Examples

Dear Parent,  
Fee of Ananat Vishwakarma  
for the period July - Sep 2024  
is Overdue. Please pay immediately.  
Principal  
PMSHri KV No.2 RPR

## Birthday Wishes Message (Automated & Optional)

### Warmest Birthday wishes to --- --- from Principal, Staff & Students of

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### Examples

Warmest Birthday wishes to  
Master Kartik Chaturvedi  
from Principal, Staff & students of  
PMSHri KV No.2 RPR

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