## **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.

**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: <u>Janmashtmi</u>

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

### **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
will be organised on Please
Principal 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	

#### 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 at	tendance at https://mis.kv	/sindia.in
Principal		

#### **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

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		
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	
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### **Principal**

#### **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

#### **Examples**

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

Unique solution ID: #1111

Author: Medialab®

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