

# JADAVPUR VIDYAPITH

ESTD. : 1957

(Govt. Sponsored Co-educational H.S. School)

Index No. : A3-037 • HS Code : 101125 • DISE Code : 19170109529

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From : Secretary & Headmaster

Memo No. : JV / N / ৪১ / 2026

Date : 23/06/2026

**Subject: Submission of Long-Absentee List and Action Taken Report (ATR)**

It has been observed with serious concern that a number of students have been continuously absent from classes for an extended period without any prior official intimation or leave application. To ensure regular attendance and address student dropouts or prolonged disengagement, all Class Teachers are hereby directed to compile and submit a comprehensive report regarding long absentees. Please note the specific requirements and deadlines below:

**1. Required Information:**

You are requested to submit the data in the following tabular format for any student who has been continuously absent for more than 15 days .

Sl no	Class	Sec	Student's Name	Roll	Period of Absence from – to	Action taken report by class teacher ( phone call / Letter issued / E diary intimation / guardian call	Remarks / Current Status / Outcomes of any guardian interaction regarding the absence.
1			...				
2							

Submission Deadline: On or before June 30 , 2026 ( Tuesday ) to the Assistant Headmaster .

A 'NIL' report must be submitted if there are no such long-term absentees in your respective class.

**2. Attendance Summary & Working Days Record :**

As per instructions, below is the consolidated attendance summary for Total Number of School Working Days w.e.f 02.01.2026 ( for Class V to X) upto 30.06.2026


**Student Attendance Breakdown:**

Class	Sec	Roll	Name	Total Days Present	Total working days

Submission Deadline: On or before 05.07.2026 , to the Assistant Headmaster

Your prompt cooperation in this matter is crucial for maintaining institutional discipline and ensuring student welfare.

Mr. Rajendra Nath Mandal , AHM, Sir is requested to supervise the process , ensure compliance from all sections, and submit the final consolidated report to the undersigned immediately following the respective deadlines.

  
23/06/2026  
**Partha Pratim Baidya**  
Headmaster  
Jadavpur Vidyapith  
Kolkata-700 032