



IEM PUBLIC SCHOOL

NOTICE

Session: 2026-2027

Date: 15th July 2026

Ref. No. IEMPS/SL/NOTICE/2026-27/73

Subject: Verification and Updation of Student Profile in School ERP

**Dear Parents,
Greetings from IEM Public School!**

You are requested to kindly verify the profile details of your ward as mentioned in the **School ERP** and ensure that all information is accurate and up to date.

In case any correction or update is required, please send an email to erp.issues@iempublicschool.com along with the necessary **self-attested credible supporting document(s)** for verification and necessary updation.

Parents are requested to carefully check the following details:

1. Correct spelling of your ward's **Name and Surname**
2. **Date of Birth** (in DD/MM/YYYY format)
3. **Phone Number**
4. **Email ID**
5. **Recent Photograph**
6. **Residential Address**
7. **Father's Name**
8. **Mother's Name**

Photograph Update: If you wish to update your ward's profile photograph, you may do so through the **School App** by selecting the "**Edit Profile**" option. Please ensure that:

- The student is dressed in the **prescribed school uniform**.
- The photograph has a **plain white background**.
- The photograph is recent and clearly visible.

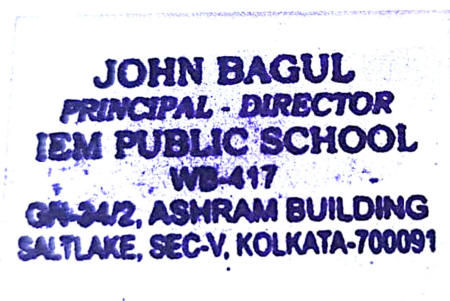
Important:

- All corrections/updates must be submitted **on or before Saturday, 18th July 2026**.
- If no response is received within the stipulated time, the school will presume that all the details available in the School ERP are correct, and no further claims regarding incorrect data will be entertained without valid supporting documents.

Your prompt cooperation will help us maintain accurate student records.

Thank you.

Mr. John Bagul
Principal-Director
IEM Public School, Salt Lake



CC to-

- **HR Head, Head Mistress, School Coordinator, Facility Manager, Accounts Department, Admission Head, Reception, Canteen, Security**