

**LAKSHMIPAT SINGHANIA ACADEMY**  
**12-B ALIPORE ROAD, KOLKATA 700 027**

**Cir. No. 2016-17/1**  
**April 7<sup>th</sup>, 2016**

Dear Parents,

You are requested to update your details and your ward's details along with the photographs in the school website latest by 04.05.2016.

**Procedure:-**

- 1) Visit "[www.lsakolkata.com](http://www.lsakolkata.com)" or "[www.lsacampuscare.in](http://www.lsacampuscare.in)".
- 2) Click on the "Login" tab on the extreme right hand corner.
- 3) Click on "Parent" tab. Login in with your id and password.
- 4) Under "Personal" tab, please find the page on Student info. Click on the edit button and update all the fields.
- 5) Photographs should be in .JPEG format and size limit should not exceed 20Kb. Student photographs should be in regular school uniform.

Our service provider has launched a **Parent Help Desk** to cater to parent/ student concerns, issues and problems while navigating the school portal .In case of login related problems or issues, please write at [parentdesk@entab.in](mailto:parentdesk@entab.in) or call at 0111-43193333(extn. 5) between 9:00 am to 5:00 pm to speak with a Help Desk Executive. Please mention your school details while contacting the Parent Help Desk

Thanking You.

For **Lakshmipat Singhania Academy**

**Meena Kak**  
**PRINCIPAL**