

**CIRCULAR**

07-04-2021

**ATTN: PARENTS OF ALL STUDENTS OF GRADE 9 ONLY**

Dear Parent,

This is to bring to your attention that your child's name and other details need to be registered with CBSE when they study in Grade 9 in order to enable them to appear for the Grade 10 CBSE Board Examination in March 2023.

For this purpose, we will be providing the necessary online facility for submitting the copies of passport of your child during the first week of May 2021. The details from the passport of your child will be furnished to the CBSE at the time of registering your child with them. Once the details are submitted to the CBSE, it will be very difficult to make any change. So, any change of details in the passport should be made before submitting the passport copy to the school.

The following details will be taken from the student's passport:

1. Name of the Student: (from the first page of the student's passport)
2. Date of Birth: (from the first page of the student's passport)
3. Name of Father: (from the last page of the student's passport)
4. Name of Mother: (from the last page of the student's passport)

**Please note that the above details will be taken only from the passport of the student.**

**\*\*IMPORTANT\*\***

CBSE Certificates have only 32 spaces for entering the names, i.e. if a particular name is very long (more than 32 alphabets including the spaces in between), the last portion of the name will be omitted in the certificates issued by the CBSE. Hence if the parent wants to have the full name in the certificates, such long names should be shortened in the passport so as to fit the name in 32 spaces.

You are also required to produce a certificate from the relevant government authority, if you desire your child to be categorised under SC, ST or OBC.

Any doubt in this regard may be clarified by contacting the school office.

Principal