



Coord/ROs/Admission-IX-XI/2019

18.07.2019

To,
Heads of all Institutions
affiliated to the CBSE

Sub: Admission to Class IX or Class XI on account of change of school- reg

Madam/Sir,

Admission in class-IX and Class-XI is a natural phenomena as students of schools affiliated to the Board upto Middle Level are seeking admissions in class-IX and students from Secondary Level Schools are seeking admissions in class-XI in other CBSE affiliated schools. Also students of Senior level schools change school in Class XI due to non availability of desired subjects in the previous school.

It has been observed by the Board that many students also change school while they are studying in Class IX or XI in Secondary and Senior Secondary schools on the grounds of shifting of family, better education, distance between residence and school, medical ground, change of Board etc. Even requests are made at the fag end of the academic session for change of school. Last minute shifting of school does not provide conducive educational environment to students, as they are not well acquainted with new classmates and teachers.

In order to enable students to study in conducive environment, Standard Operating Procedures (SOPs) have been developed which are as under and should be followed:

| CATEGORY OF ADMISSIONS | | FORMALITIES TO BE FULFILLED BY PARENT(S) / SCHOOL AT THE TIME OF SUBMISSION OF CASES OF ADMISSIONS TO THE SCHOOL/BOARD |
|------------------------|--|---|
| 01 | a. Shifting from Middle Level School to Class-IX b. Shifting from Secondary Level School to Class-XI c. Shifting to Class-XI from one Senior Secondary School to another because of non-availability of subjects | (a) to (c) Admission will be given by the admitting schools by fulfilling their requirements as per rules and no permission is to be sought from the CBSE. However, all such admissions should fulfill all criteria of the Examination and Affiliation Bye-Laws of the CBSE. |

| | | |
|----|--|---|
| 02 | <p>Shifting because of transfer of parent(s) from present place of posting to another</p> <p>(Students whose parent(s) are in service)</p> | <p>a. Request of the parent.</p> <p>b. #Report Card of previous class.</p> <p>c. * Transfer Certificate of previous school.</p> <p>d. Copy of Transfer Order attested (in blue ink only) by the office where parent(s) of student joined after transfer.</p> <p>e. Local Residence Address as per office record to be issued by the Office where parent(s) of student joined after transfer.</p> |
| 03 | <p>Shifting because of completion of the service tenure of parent(s)</p> <p>(Students whose parent(s) are/were in service where government accommodation has/had been availed)</p> | <p>a. Request of the parent.</p> <p>b. #Report Card of previous class.</p> <p>c. * Transfer Certificate of previous school.</p> <p>d. Copy of Relieving Order issued by the office where parent(s) of student was working.</p> <p>e. Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Allotment Letter etc. duly registered before the Registration Authority concerned of the State as per rules as proof of Local Residence Address.</p> <p>f. Undertaking of relationship, if student concerned will be residing with his/her relatives from the date of provisional admission in new school.</p> <p>g. Any Identity proof of the relative, issued by Central/State Govt.</p> |
| 04 | Shifting of family | <p>A. <u>Due to Shifting of Business</u></p> <p>a. Request of the parent.</p> <p>a. # Report Card of previous class.</p> <p>b. *Transfer Certificate of previous school.</p> <p>c. Proof of old business address</p> <p>d. Change in current account address in bank record.</p> <p>e. Proof of address change with tax authorities.</p> <p>f. Change in TAN Card with updated new address.</p> <p>(B) <u>Due to Joining another organisation/ establishment:</u></p> <p>a. Request of the parent.</p> <p>b. #Report Card of previous class.</p> <p>c. *Transfer Certificate of previous school.</p> <p>d. A copy of Appointment Letter attested (in blue ink only) by the organisation/establishment where parent(s) of student joined.</p> <p>e. Local Residence Address as per office record to be issued by the organisation/establishment where parent(s) of student joined.</p> <p>f. Undertaking of relationship, if student concerned has been residing alongwith his/her relatives from the date of provisional admission in new school.</p> <p>g. Any Identity proof of the relative, issued by Central/State Govt.</p> |

| | | |
|----|---|---|
| | | <p>(C) <u>Due to Purchase of House:</u></p> <p>a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Allotment Letter etc. duly registered before the Registration Authority concerned of the State as per rules. e. Relevant Documents of Bank/Loan Sanctioning Letter.</p> |
| | | <p>(D) <u>Due to Rented House:</u></p> <p>a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Registered Rent Agreement of new rented house. e. Latest Rent Receipt of new rented House.</p> |
| 05 | Shifting to Hostel | <p>a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Statement/Declaration of the parent(s) on shifting to hostel with evidences. e. Certificate from the admitting school to the effect that hostel has been existing from years (No. of years) f. Fee Payment Receipts of hostel issued by school.</p> |
| 06 | Shifting from Hostel | <p>a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Statement/Declaration of the parent(s) on shifting from hostel with evidences. e. Fee payment receipts of hostel issued by previous school. f. In the case of shifting from Hostel to Day Boarding-School, genuine reason with documentary evidences</p> |
| 07 | Re-admission in other school due to Fail in class-IX or Class-XI. | <p>a. Request of the parent. b. copy of Report Card. c. *Transfer Certificate of previous school. d. Reasons to change the school with documentary evidences.</p> |
| 08 | Better Education | <p>a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Following information from both the schools i.e. Admitting and Leaving.</p> |

| | | |
|----|-----------------|---|
| | | <ul style="list-style-type: none"> • Result of last five years of Board's Examination • Qualifications & Teaching Experience of Teachers teaching Class-IX/XI (as the case may be). |
| 09 | Long Distance | <ol style="list-style-type: none"> a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Justification to be given by parent of student to change school. |
| 10 | Medical Ground | <ol style="list-style-type: none"> a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Undertaking by parent about the distance (in kms.) of old as well as new school from the residence. e. Medical Certificate of Government Hospital. |
| 11 | Change of Board | <ol style="list-style-type: none"> a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Following information from both the schools i.e. Admitting and Leaving <ul style="list-style-type: none"> • Result of last five years of Board's Examination • Qualifications & Teaching Experience of Teachers teaching Class-IX/XI (as the case may be). e. Justification to be given by parent of student to change Board. |

May please note:-

1. All the documents of the previous school should be attested by the Principal of the previous school.
2. #Report Card of previous class clearly mentioning '**Qualified / Passed**' duly attested by the Principal of school.
3. (a) In case Transfer Certificate issued by a CBSE affiliated school, directions as given in Circular No. CBSE/T.C.Uploading/2018 dated 01.10.2018 be complied with (CBSE affiliated schools should not send TC to CBSE for verification/countersignature).

(b) If Transfer Certificate issued by school recognized by another Board, it should be duly countersigned by the Educational Authorities of the Board concerned.
4. Schools will send all the requests for Class-IX and Class-XI admissions, in ONE GO in the enclosed format. No second request shall be entertained.
5. Non-refundable processing fee as mentioned below be remitted in the form of Demand Draft in favour of Secretary, CBSE payable at the place of the concerned Regional Office and be sent along with the request:-

| Categories | Admission Schedule | Processing Charges |
|---------------------------------------|--|------------------------------|
| CATEGORY OF ADMISSIONS- S.No 1 | As per schedule intimated by the school | No action at the end of CBSE |
| CATEGORY OF ADMISSIONS- S.Nos 2 and 3 | On the receipt of request by the school as per Examination Bye-Laws | --- |
| CATEGORY OF ADMISSIONS- S.No 4 to 10 | i) Upto 31st July of the academic session ii) W.e.f. 1st August upto 30th September of the academic session | Rs.1000/- per student |
| CATEGORY OF ADMISSIONS - S.No 11 | As per schedule intimated by the school | Rs.5000/- per student |

In order to avoid last minute complications including unwanted stress & strains, following schedule be adhered to:-

| S.No. | ACTIVITY | SCHEDULE FOR SENDING REQUESTS/ DOCUMENTS TO BOARD'S OFFICE |
|-------|---|---|
| 1. | Admission in Class IX/XI | a) As per school's schedule after completing formalities as given above in table for category 1. b) Upto 30th September of the academic year in categories 4 - 11 by the Schools after completing formalities as given above in table for each category. |
| 2. | Schools to compile all such admission cases at 1(b) above in tabular form (separately for Class IX and XI) supported with documents as mentioned above. | To be sent to concerned Regional Office so as to reach within 07 days of Activity at Sl.No.01(b) above i.e. 7 th October of the academic session. |
| 3 | Regional Office will communicate deficiency, if any, to the schools | Within one month from the date of receipt i.e. latest by 7 th November of the academic session. |
| 4 | Schools will communicate fulfilment of deficiency to the Regional Office | Within 07 days from the date of activity at Sl.No.03 i.e. 15th November of the academic session. |
| 5 | Last date for according approvals by CBSE | 15th December of the academic session. |

| | | |
|---|---|--|
| 6 | In case of admissions in Class-IX/XI under categories 2 and 3 | a. Upto 30th September of the academic session schedule as at 2 - 5 to be followed. b. For admissions w.e.f. 1st October of the academic session, to be sent to concerned Regional Office so as to reach within 07 days of Admission. |
|---|---|--|

All schools are directed to read, understand and comply the SOPs strictly. Schools will ensure that all the documents as per requirement are obtained from the student/parent concerned and provided to the concerned Regional Office, wherever required. Schools will also ensure that no student shall be provided admission who is coming from unaffiliated school.

Yours faithfully,



**(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS**