



September 19, 2024

No. CE/CBSE/COORD/2024/

Attention to Parents for Correct Submission of Data & Subjects
(Pertains to Registration of Students (Class-IX/XI) and List of Candidates (Class-X/XII))

Dear Parents,

Greetings from CBSE!

You may be aware that CBSE has started the Registration of Students for Class IX/XI and submission of the List of Candidates (LOC) for the students of Class X/XII. The Board has issued circulars in this regard which are available at link [bse.gov.in/cbsenew/documents/SUBMISSION_REGISTRATION_DATA_CANDIDATES_CLASS_IXXI_2024_25_12092024.pdf](https://www.cbse.gov.in/cbsenew/documents/SUBMISSION_REGISTRATION_DATA_CANDIDATES_CLASS_IXXI_2024_25_12092024.pdf) & <https://www.cbse.gov.in/cbsenew/documents/Submission LOC Class X XII 2024 25 04 092024.pdf> on Boards Website..

The schedule for the Registration of Students (Class IX/XI) and Submission of LOC (Class X/XII) is given below:

Schedule for Registration of Students (CLASS IX / XI)		Schedule for Submission of LOC (CLASS X / XII)	
Without late fee	18.09.2024 (Wednesday) to 16.10.2024 (Wednesday)	Without late fee	05.09.2024 (Thursday) to 04.10.2024 (Friday)
With Late fee	18.10.2024 (Friday) to 24.10.2024 (Thursday)	With Late fee	05.10.2024 (Saturday) to 15.10.2024 (Tuesday)

For the parents whose wards are studying in Class IX & XI or Class X & XII, submission of correct personal details and subjects offered are of utmost importance for the future of your ward and the smooth conduct of examinations. Prioritizing attention at this moment will save your ward from many serious consequences pertaining to passing documents with correct details and correct subjects to ensure the availability of correct subject question papers in the examinations.

It has been observed that during Registration and submission of LOC, parents are submitting incorrect information and once the Registration and LOC process is over and even after the result is declared, they are making requests to the schools and Board to correct the data of the students. Also, the request is made to correct the subject(s) after the submission of the LOC which affects the smooth conduct of examination.

The Board has taken the following decisions to ensure the smooth conduct of examinations and to avoid problems for the examinee:

1. Once the date of Registration and submission of LOC is over, no request to change/correct personal data will be allowed.

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2. In Classes X & XII, no subject correction will be made once the LOC submission is over for the main examinations. Request if any will be considered for **supplementary examinations only.** Such students may decide to appear or not to appear in the Main examination in the subject(s) which they have submitted in the LOC. However, their results will be declared as per the Examination Byelaws of the Board.

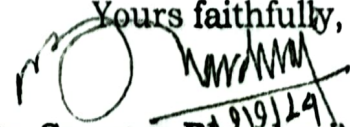
To avoid the above problems, the following requests are made to the parents:

1. Be attentive when agreeing to the information for registration and LOC.
2. The personal data of your ward i.e. Name, Date of Birth, Mother's Name and Father's name should be correctly filled in for registration and LOC.
3. All names with the expanded form may be filled in and not the short names as in future at many places, documents in extended form are required.
4. The surname must be given in case your ward is planning to go abroad as this is the requirement of several countries.
5. The Date of Birth should be correct in all respects.
6. While submitting data, details given in the passport may also be checked, if a passport has been issued to your ward.
7. Subjects be filled in with due care in the LOC of both Classes X and XII as no change will be accepted after LOC submission for the main examinations.
8. It is the responsibility of the parents that all data submitted should be correct.
9. The parents are also requested to visit the schools and support them in the timely submission of the Registration and LOC as once the date is over, no date will be extended.

With this letter, CBSE is approaching the parents to bring it to their notice that correct data submission is the first requirement for the successful conduct of examinations. Your valuable time and attention given for correct data and subject submission will not only help the Board in smooth and fair conduct of examination but save the parents & students also from several problems which they might face in future because of the wrong submission of data and subjects.

It is expected that parents will take the necessary action immediately.

With best wishes,

Yours faithfully,

(Dr. Sanyam Bhardwaj)
Controller of Examinations

Copy to:

1. Principals/Head of Institutions affiliated to CBSE with the request that this letter may be sent to all parents for their information and necessary action.
2. **Copy to Web Admin with the request of uploading on the Board's Website**