

CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE

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CBSE/RO(M)/EXAM/DOC./2014

Date : 11.09.2014

To,
All the Heads of Institutions affiliated to
CBSE, Chennai Region.

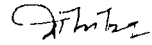
Sir/Madam,

Sub: Documents to be forwarded to R,O Chennai along with request for Admission /Change of
Subject/ Extra Time/Amanuensis for class IX to XII.

This office is in receipt of requests on the above cited subject without enclosures of proper document from the schools. This results in consumption of time and unnecessary correspondence which could be avoided if the requests are forwarded with necessary enclosures. Hence, the school may strictly adhere to forward the requests along with enclosures as given below.

S.NO	TYPE OF CASES	TWO COPIES OF DOCUMENT REQUIRED
1.	Admission in Class IX/X/XI/XII	a) Transfer Certificate of previous school duly Countersigned by the concerned education authority duly attested by the present school principal. b) Previous school progress report duly attested by the present school principal. c) Reason for change of school with documentary evidence obtained from the parent duly attested by the present school principal. d) Date of admission in present school e) In case of admission of candidate from foreign board, equivalency certificate obtained from Association of Indian Universities, Delhi. f) In case CBSE transfer Copy of class IX / XI Online Registration Number/ Copy of registration card.
2.	Change of subject in class X/XII	a) Request of candidate / Parent duly recommended by the principal. b) Marks Statement/ Progress report of previous class duly attested by the present school principal.
3.	Extra time/ Amanuensis in r/o Dyslexic, Physically Challenged /Blind Candidate	a) Class teacher report duly attested by the present school principal. b) In case of Physically Challenged/ Blind Candidates Medical Certificate/ Disability certificate issued by the competent authority clearly indicating percentage of deformity duly attested and recommend by the principal. c) In case of Dyslexic Candidates, latest medical certificate along with Assessment report. d) Principal may Clearly specify the concession required (i.e., Change of Subject/ Amanuensis/ Extra Time/ or all).
4.	Change of Candidate Name / M/ N, F/N and correction in DOB	Application of the Candidate/Parent duly recommended by the Head of the Institution along with corrected attested photo copies of AWR, Previous school TC, Admission Form, News paper clippings, Govt. Gazette and affidavit etc. Should be sent to Regional Office.

Yours faithfully,


(D T SUDHARSAN RAO)
REGIONAL OFFICER