



# المدرسة الاسيوية الدولية الخاصة

## ASIAN INTERNATIONAL (P) SCHOOL

ASIS/RWS/PARENTS/2025-26/05

9<sup>th</sup> April 2025

### CIRCULAR No.05

### FINAL OPPORTUNITY FOR CORRECTION IN 2025 CBSE LOC DATA

Dear Parents,

As per the CBSE notification (**No CBSE/Coord/LOC Correction-2025 dated 08.04.2025**), the Central Board of Secondary Education has granted a final opportunity for schools to correct any discrepancies in the List of Candidates submitted for the 2025 Board Examinations. This initiative aims to ensure the accuracy of student data, which is vital for issuing correct Marks Statements and Certificates. Despite prior instructions and repeated reminders, parents and students have not given much importance to their personal details which resulted in inaccuracies of data related to few students & their parents .

Hence, parents and students are once again informed to verify the spelling of names (student, mother, father) and the date of birth as in the admit card as recorded in the school's Admission and Withdrawal Register. If any discrepancy is found, a written request must be submitted to the school office along with the necessary supporting documents.

Please note, only minor corrections are allowed; complete changes of candidate or parent names will not be permitted. Any requests previously submitted to CBSE will also be processed through this portal, but rejected requests will not be reconsidered. A processing fee of ₹1000 per candidate will be charged by the CBSE and be paid to CBSE by the affected student . **This is the final opportunity provided by CBSE for corrections, and no further changes will be accepted after the deadline either by the school or by the CBSE.** We urge all parents and students to give this matter top priority and cooperate with the school in ensuring timely and accurate data submission. Please refer the below changes authorised by CBSE in the LOC.

Applicable students are to approach the School Admin not later than **Monday ,14 April 2025** to take up their case with CBSE.

S. No.	Type of Request for Corrections/ Updatons	Actions by RO, CBSE
1	Mother/ Father Name Interchange	Permitted.
2	Name Correction for candidate and Mother/ Father	Only minor corrections are permitted.
3	Father/ Mother Name completely Changed	Not permitted.
4	F_L_Code Correction (Improvement to Full subject)	Permitted. ROs will satisfy the eligibility criteria.
5	Photo Correction (Seems already done before the conduct of examinations)	Permitted.
7	DOB Correction	Permitted only as per rules and based on supporting documents.
8	Updation in Single Child Field	Permitted.
9	Category Change (Gen to OBC)	Not Permitted.
10	Gender Correction (only if a mistake in Male/ Female has been made) Gender correction not permitted in case of Gender Change	Permitted.

BEST REGARDS

ANZAR ABDUL SALAM  
PRINCIPAL



AY: 2025 - 2026