



المدرسة الآسيوية الدولية الخاصة ASIAN INTERNATIONAL (P) SCHOOL

AIS/PARENTS/STUDENTS/2024-25/33

20th September 2024

CIRCULAR No. 33

INFORMATION FROM CBSE REGARDING SUBMITTING CORRECT LOC DETAILS

Dear Parents/Students

Greetings!

CBSE has started the registration of students for Grade 9 & 11 and submission of the list of candidates(LOC) for the students of Grade 10 & 12. The board has issued many circulars on this aspect with regard to ensuring the importance of correctness of the students and parents details while this process. As per the directions received from CBSE , the following guidelines are once gain issued to all parents to understand the importance and ensuring correctness of the data filled as per the schedule given by the school.

Directions received from CBSE

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.
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.



المدرسة الاسيوية الدولية الخاصة

ASIAN INTERNATIONAL (P) SCHOOL

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.

All the parents are hereby informed that while verifying the Registration/ LOC details, at the school as per the given schedule, they are required to submit an undertaking (will be provided to the parent at the site) for having verified the details correctly. The school will not take up the case for change of any details once the Registration/LOC is completed.

Best Regards

ANZAR ABDUL SALAM
PRINCIPAL

