



Subject: Registration of Students for Class IX (Academic Session 2025–26)

Dear Parents/Guardians,

As per the guidelines of the **Central Board of Secondary Education (CBSE)**, it is mandatory to register all students of **Class IX** for the academic session **2025–26**. This registration is a prerequisite for their appearance in the Class X Board Examination.

You are requested to kindly note the following important instructions regarding the registration process:

1. Submission of Documents

- Photocopy of Aadhar Card of the student.
- Recent passport-size photographs **with the Name of Candidate and date of photograph printed**.
- Photocopy of the Aadhar card of both Mother and Father.

2. Details Verification

Parents must carefully verify the following details to be uploaded in the CBSE Registration Portal:

- Student's full name **(as per Aadhar)**.
- Date of Birth **(as per Aadhar)**.
- Parents' names **(as per Aadhar)**.
- Gender.
- Nationality, category (General/SC/ST/OBC), and contact details.

3. Submission Date

All required documents along with the duly filled registration form should be submitted to the school office **on or before 5th October 2025**.

4. The last date for payment of the registration fee (₹320/-) is 5th October 2025. The fee shall be paid only through the online platform, i.e., Loop Learning Portal.

For any queries, you may contact the school office during working hours.

Parents/Guardians are requested to ensure timely submission to avoid inconvenience.

We solicit your cooperation in this important matter.

With regards,

Principal