

Admission to Class IX or Class XI on account of change of school

**Coord/Ros/Admission-IX-
XI/2019**

Dated: 18.07.2019

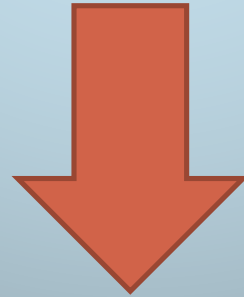
Admission in class-IX and Class-XI is a natural phenomenon under following conditions

- Students of schools affiliated to the Board upto Middle Level are seeking admissions in class-IX
- Students from Secondary Level Schools are seeking admissions in class-XI in other CBSE affiliated schools.
 - Due to non availability of higher Secondary section.
 - Due to non availability of desired subjects in the previous school.
 - Due to migration (Family Shifting)

NOTE

All the new admissions of IX & XI will be sent to the CBSE Board for confirmation.

Documents (Category wise) are required to be submitted by the parents in support of their admission.



Category - 01

- a. Shifting from Middle Level School to Class IX
- b. Shifting from Secondary Level School to Class XI
- c. Shifting to Class-XI from one Senior Secondary School to another because of non availability of subjects.

Documents Required

- ✓ Admission will be given by the admitting schools.
- ✓ No permission is to be sought from the CBSE.

Category - 02

Shifting because of transfer of parent(s).

(Students whose parent(s) are in service)

Documents Required

- ✓ Request of the parent.
- ✓ #Report Card of previous class.
- ✓ Transfer Certificate of previous school.
- ✓ Copy of Transfer Order attested (in blue ink only) by the office where parent(s) of student joined after transfer.
- ✓ Local Residence Address as per office record to be issued by the Office where parent(s) of student joined after transfer.

Category - 03

Shifting because of completion of the service tenure of parent(s)
where government accommodation has/had been availed

Documents Required

- ✓ Request of the parent.
- ✓ #Report Card of previous class.
- ✓ * Transfer Certificate of previous school.
- ✓ Copy of Relieving Order issued by the office where parent(s) of student was working.

Documents Required

- ✓ Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/ Allotment Letter etc. duly registered before the Registration Authority concerned of the State as per rules as proof of Local Residence Address.
- ✓ Undertaking of relationship, if student concerned will be residing with his/her relatives from the date of provisional admission in new school.
- ✓ Any Identity proof of the relative, issued by Central/State Govt.

Category - 04

Shifting of family

(A. Due to Shifting of Business)

Documents Required

- ✓ Request of the parent.
- ✓ # Report Card of previous class.
- ✓ *Transfer Certificate of previous school.
- ✓ Proof of old business address
- ✓ Change in current account address in bank record.
- ✓ Proof of address change with tax authorities.
- ✓ Change in TAN(Tax Deduction and Collection Account Number) Card with updated new address.

Category - 04

Shifting of family

(B. Due to Joining another Organisation/ Establishment:)

Documents Required

- ✓ Request of the parent.
- ✓ #Report Card of previous class.
- ✓ *Transfer Certificate of previous school.
- ✓ A copy of Appointment Letter attested (in blue ink only) by the organisation/establishment where parent(s) of student joined.

Documents Required

- ✓ Local Residence Address as per office record to be issued by the organisation/establishment where parent(s) of student joined.
- ✓ Undertaking of relationship, if student concerned has been residing along with his/her relatives from the date of provisional admission in new school.
- ✓ Any Identity proof of the relative, issued by Central/State Govt.

Category - 04

Shifting of family

(C. Due to Purchase of House:)

Documents Required

- ✓ Request of the parent.
- ✓ #Report Card of previous class.
- ✓ *Transfer Certificate of previous school.
- ✓ Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/
Allotment Letter etc. duly registered before the Registration
Authority concerned of the State as per rules.
- ✓ Relevant Documents of Bank/Loan Sanctioning Letter.

Category - 04

Shifting of family

(D. Due to Rented House:)

Documents Required

- ✓ Request of the parent.
- ✓ #Report Card of previous class.
- ✓ *Transfer Certificate of previous school.
- ✓ Registered Rent Agreement of new rented house.
- ✓ Latest Rent Receipt of new rented House.

Category - 05

Shifting to Hostel

Documents Required

- ✓ Request of the parent.
- ✓ #Report Card of previous class.
- ✓ *Transfer Certificate of previous school.
- ✓ Statement/Declaration of the parent(s) on shifting to hostel with evidences.
- ✓ Certificate from the admitting school to the effect that hostel has been existing from years (No. of years)
- ✓ Fee Payment Receipts of hostel issued by school.

Category - 06

Shifting from Hostel

Documents Required

- ✓ Request of the parent.
- ✓ #Report Card of previous class.
- ✓ *Transfer Certificate of previous school.
- ✓ Statement/Declaration of the parent(s) on shifting from hostel with evidences.
- ✓ Fee payment receipts of hostel issued by previous school.
- ✓ In the case of shifting from Hostel to Day Boarding-School, genuine reason with documentary evidences

Category - 07

Re-admission in other school

Due to Fail in class IX or Class-XI.

Documents Required

- ✓ Request of the parent.
- ✓ copy of Report Card.
- ✓ *Transfer Certificate of previous school.
- ✓ Reasons to change the school with documentary evidences.

Category - 08

Better Education

Documents Required

- ✓ Request of the parent.
- ✓ #Report Card of previous class.
- ✓ *Transfer Certificate of previous school.
- ✓ Following information from both the schools i.e. Admitting and Leaving.
 - **Result of last five years of Board's Examination**
 - **Qualifications & Teaching Experience of Teachers teaching Class-IX/XI (as the case may be).**

Category - 09

Long Distance

Documents Required

- ✓ Request of the parent.
- ✓ #Report Card of previous class.
- ✓ *Transfer Certificate of previous school.
- ✓ **Justification to be given by parent of student to change school.**

Category - 10

Medical Ground

Documents Required

- ✓ Request of the parent.
- ✓ #Report Card of previous class.
- ✓ *Transfer Certificate of previous school.
- ✓ **Undertaking by parent about the distance (in kms.) of old as well as new school from the residence.**
- ✓ **Medical Certificate of Government Hospital.**

Category – 11

Change of Board

Documents Required

- ✓ Request of the parent.
- ✓ #Report Card of previous class.
- ✓ *Transfer Certificate of previous school.
- ✓ **Justification to be given by parent of student to change Board.**
- ✓ Following information from both the schools i.e. Admitting and Leaving :
 - **Result of last five years of Board's Examination**
 - **Qualifications & Teaching Experience of Teachers teaching Class-IX/XI (as the case may be).**

Points to be Noted

1. All the documents of the previous school should be attested by the Principal of the previous school.
2. #Report Card of previous class clearly mentioning 'Qualified / Passed' duly attested by the Principal of school.
3. **Transfer Certificate :**
 - issued by a CBSE affiliated school, directions as given in Circular No. CBSE/T.C.Uploading/2018 dated 01.10.2018 be complied with (CBSE affiliated schools should not send TC to CBSE for verification/countersignature).
 - issued by school recognized by another Board, it should be duly countersigned by the Educational Authorities of the Board concerned.

Admissions under category 4 – 11 will be sent to the Regional Office for the confirmation of admission, along with the supporting Documents.

FAQ's

- Q. What are the processing charges for Admissions from Category -1 to Category-11?
- A. In all cases including Category-11, processing charges will be Rs.1000/- .

Thank You