



CMIS/2021/PS/058

Date:13/12/2021

### **Circular for 9th Standard CBSE Registration**

Dear Parents,

Greetings of the Day!

Registration of students in Class IX is a very significant process which helps CBSE in advance planning for holding the Class X examination of the students in the subsequent year. Another important aspect of registration is to cross check the personal particulars of the students with their parents in order to rectify any mistakes in the details of the student. We would like to inform you that CBSE has started with the registration procedure of Grade IX students for CBSE 2021-22. To proceed further, we need to provide correct data and verify it for our students to CBSE. Kindly go through this circular carefully.

1) **Correct Data** – We had created a Microsoft Form for collecting correct data of our students. We hope the parents have provided the correct data. In case, you want to get anything updated, kindly contact the school office as early as possible.

2) **Student's Photograph:** Students need to submit hard copy and soft copy of photographs for the specifications. Kindly go through the following details.

A) **Specifications for photograph to be mailed on**

**[secondarysection@cminternationalschool.com](mailto:secondarysection@cminternationalschool.com)** Photograph should be clear, taken in school uniform with white background, 40KB limit, jpg format and the individual's eyes must be open. Glasses must not be tinted unless worn daily for medical purposes. Kindly refer to the below image for more clarification.

#### **STEPS FOR SCANNING AND UPLOADING OF PHOTOGRAPHS**

##### **PHOTO TYPE**

- Photo should be in full colour and of high quality to avoid any visible pixels.
- Photo must be taken in the last 6 months.
- Head should be positioned directly facing camera, centered and compose 80% of image. Photo should capture from slightly above top of hair to middle of chest.
- Have a natural expression - smiling is allowed.
- Subject (candidate) is in clear focus and distinguishable from the background. Solid colour backgrounds are best.
- Eyes must be open and looking at the camera. Glasses must not be tinted unless worn daily for medical purposes.
- The individual's full face must be clearly visible.



**B) Specifications for hard copy of photograph to be submitted while coming for verification of Data:** Recent high contrast passport size preferably black and white photograph of the student which clearly indicates the name of the student along with the date of taking the photograph (photograph should have been taken on or after 1st April of the academic session)

**3) Verification of Data** - Parents to visit the school on Thursday 16.12.2021 at 11 am in school office for verifying the data filled and signing the declaration form.

**4) List of Documents (if not yet submitted) –**

Please find below, the list of documents required for 9th standard registration-

1. Copy of student birth certificate.
2. Copy of student last school transfer certificate.
3. Copy of student Aadhar card.
4. Copy of parents Aadhar card.(Mother and Father).
5. Copy of caste certificate(if applicable).
6. Copy of minority certificate (if applicable).
7. Transfer certificate of parents from their schools.

**If any of the above mentioned documents are not submitted in the school, kindly do it as early as possible.**

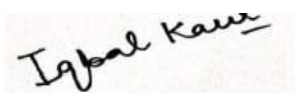
**5) Registration Fee** - The registration fee to be remitted per student is INR 300/- (without late fee). Kindly pay the fee in cash by Thursday 16.12.2021 in the school office.

**Note - CBSE Registration Procedure is to be strictly followed by all parents and students as it prescribed by the Board. Parents to support and give the required information timely to speed up the process. Delay by even one parent of 9<sup>th</sup> standard can lead to the delay of entire registration process of all students. So, parents are requested to support the school in this regard.**

**In case of any queries, please feel free to call us on the below mentioned number.**

**Name: Ms. Sheetal Gour**  
**Contact Number: 7719980044**

Regards,



Principal