

**INDIAN SCHOOL SOHAR**  
**CIRCULAR**

01 May 2019

Dear Parents,

**Sub: Registration of class IX students with the CBSE for Secondary School.**

We are in the process of registering the students of class IX with the CBSE. We request you to fill up the form given overleaf.

1. Please send four recent, high contrast passport size (including border) photographs of the student (two photos in black and white and two in colour) with white back ground. The photos should be in grey uniform. The photos should clearly indicate the name of the student along with the date of taking the photograph (should be taken on or after 01.04.2019). The photos are to be used for registration and report card.
2. **The duly filled up form along with a copy of the latest passport of the candidate (First page and last page of the passport, which shows the names of the candidate and parents) and a fee of RO. 3.000 towards registration fee and postal charges should be submitted to the class teacher on or before Thursday 09.05.2019.**
3. Please note that the child should be present in the school during the months of August and September for completing the process of registration. If any student remains absent during this period his/her papers will not be sent for registration to the CBSE.
4. **The details such as names, date of birth etc should be exactly the same as given in the passport.**
5. **Leave a space between parts of the full names. Please fill up the details in capital letters.**
6. **All the columns should be filled up.**
7. **Please ensure that all particulars with regard to your child that are filled up in this form are correct. Your alertness at this stage will go a long way in ensuring smooth sailing for your child. Note that further changes in any of the items filled in the form will not be possible. School will not accept any further requests from parents in this regard.**
8. **Candidates belonging to SC/ST/OBC should submit caste certificate obtained from Village Officer/Taluk Officer in India otherwise remark 'General' will be entered in the column for caste. Parents may procure caste certificate during summer vacation and that should be submitted on or before Thursday 25-07-2019.**
9. Keep a copy of the form with you for your future reference.

*S. Verma.*

Principal

