



केन्द्रीय माध्यमिक शिक्षा बोर्ड
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Education, Govt. of India)

CBSE/COORD/2025-2026/

September 18, 2025

Attention to Parents for Correct Submission of Data & Subjects
(Pertains to Registration of Students (Class-IX/XI) and List of Candidates (Class-X/XII))

Dear Parent,

Greeting from CBSE!

You may be aware that CBSE has started the Registration of students for Class IX/XI and submission of the List of Candidates (LOC) for the students of Class X/XII.

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 result is declared, they are making requests to the school 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, a data verification slip will be issued to candidates/Parents. If there is any type of any correction in candidate's particulars: Name/ Parent's Name / D.O.B. or subject correction, the same can be done during the schedule for data verification.
2. In Classes X & XII, no correction will be made thereafter.

To avoid any 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 Name with 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 name 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.
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 & XII as no change will be accepted after schedule for the same.
- 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.**

Through this letter, CBSE is approaching the parents to bring it to their notice that correct data submission is the first requirement for the successful conduct of examinations. Your valuable time and attention given for correct data and subject submission will not only help the Board in smooth and fair conduct of examination but save of the wrong submission of data and subjects.

It is expected that parents will take the necessary action immediately.

With best wishes,

Yours faithfully,

(Dr. Sanyam Bhardwaj)
Controller of Examinations