



# المدرسة الآسيوية الدولية الخاصة

## ASIAN INTERNATIONAL (P) SCHOOL

AIS/RWS/PARENTS/2024-25/14

21<sup>st</sup> June 2024

### CIRCULAR NO. 14

### CBSE LOC Registration for Academic Year 2024-2025

Dear Parents/Students

The CBSE LOC registration for the academic year 2024-2025 will commence in August 2024. This registration is essential for students who will be appearing for the CBSE Senior Secondary and Secondary Examinations. Below are the key points and requirements for the registration process:

- Accurate data submission is vital to avoid any future issues for the students.
- The school cannot present students who are not enrolled in the LOC or those who have not attended school regularly. A minimum of 95% attendance is required to be eligible to sit for the board examinations.
- Parents must ensure that while filling out the registration form, the spelling of the student's name, mother's name, and father's name matches the admission form maintained by the school.
- The date of birth should be accurate as per the school records.
- Subject combinations must be correct as per the scheme of studies.
- The photo should be in full colour, high quality, and taken between **June - September 2024**. The head should be positioned facing the camera, centered, and the photo should capture slightly above the top of the hair to the middle of the chest. Eyes must be open and looking at the camera.

**The school will not approach CBSE for any changes or corrections in the details uploaded in the CBSE LOC portal. It is the parents' responsibility to ensure all details provided are accurate.**

### Required Documents for Registration:

- Grade 9:** Completed CBSE Registration Form (Attached)  
Passport copies of both parents. (hard copies)  
Passport copy of the student.  
Soft copy of the student latest photo, printed with the name and date the photo was taken (JPG format, less than 40 kb)
- Grade 10** Completed CBSE Registration Form (Attached)  
Passport copies of both parents (hard copies)  
Passport copy of the student  
Soft copy of the student latest photo, printed with the name and date the photo was taken (JPG format, less than 40 kb)
- Grade 11 & 12:** Completed CBSE Registration Form (Attached)  
Copy of Grade 10 marksheet  
Soft copy of the student latest photo, printed with the name and date the photo was taken (JPG format, less than 40 kb)

A sample of the registration form is attached herewith for your reference.

The attached registration form must be submitted to the respective class teachers **positively by Tuesday, 25th June 2024**. The soft copy of the photograph can be shared or sent to the respective class teacher.

Best Regards

ANZAR ABDUL SALAM  
PRINCIPAL

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21/06/24.

AY: 2024 - 2025