

Frequently Ask Questions On Admissions in Class IX and Class XI

CBSE, vide its circular no. Coord/ROs/Admission-IX-XI/2019 dated 18.07.2019 has issued the Standard Operating Procedures to streamline the admission process in Class IX and Class XI as per it's Examination Bye-Laws, Chapter 3 Rule 8 (i) to (viii).

To further facilitate the schools to understand and effectively implement the Standard Operating Procedures, Frequently Asked Questions (FAQs) have been prepared. It is considered that FAQ's will help schools to act in accordance with the rules stipulated in Examination Bye-Laws.

Frequently Asked Questions are as given below: -

Category of Admission as per SOPs	Description of category	FAQ	Answer
Category 1	a. Shifting from Middle level school to Class IX.	Is school required to send the details to CBSE of the automatic admissions made in class IX from class VIII of the same school ?	<p>No. Neither the details are to be sent to the CBSE nor is any permission required, if:</p> <ul style="list-style-type: none"> • Admissions are within permissible strength i.e. of 40 per section • Admissions not exceeding permissible strength of 40, are completed before the last date of registration in Class-IX and Class-XI.
	b. Shifting from Secondary level school to Class XI.	Is school required to send the details to CBSE of the admissions made in class IX of students from class VIII of another school ?	
	c. Shifting to Class XI from one Sr. Secondary school to another Sr. Secondary school because of the non-availability of subjects.in first school.	Is school required to send details to CBSE of the admissions made in class IX from class VIII of the same Board ?	
		Is school required to send details to CBSE of the admissions made in class IX from class VIII of another Board ?	
		What would be the schedule for admissions?	
		What are the processing charges?	

Category 2	Shifting because of transfer of parents from present place of posting to another.	Is any permission required from CBSE for granting admission to a child whose father has been transferred from present place of posting to another place of posting?	No, if it is within limits of permissible strength of 40 per section and admissions not exceeding permissible strength of 40, are completed before the last date of registration in Class-IX and Class-XI.
		What would be the schedule for admission in case of transfer of parents?	Admission can be made at any time.
		What all documents are essential for the purpose of admission in case of transfer of parent(s)?	a. Request of the parent. b. Report Card of previous school. c. Transfer Certificate of previous school. d. Copy of Transfer Order attested (in blue ink only) by the office where parent(s) of student joined after transfer.
		What all documents are optional for the purpose of admission in case of transfer of parent(s)?	Local Residence Address as per office record to be issued by the Office where parent(s) of student joined after transfer.
		What are the processing charges?	There are no processing charges.
		What is the procedure and documents to be collected in case parent(s) are in Private Service and transferred from present place of posting to another?	Procedure and requirement of document is same in case of the parent(s) being a Government Servant or Serving in Private Organisation.
Category 3	Shifting because of completion of the service tenure of parent(s)/ superannuation.	Is any permission required from CBSE for granting admission to a child whose parent has superannuated and shifted to some other place?	No, if it is within limits of permissible strength of 40 per section and admissions not exceeding permissible strength of 40, are completed before the last date of registration in Class-IX and Class-XI.
		What would be the schedule for admission in case of transfer of parents?	Admission can be made at any time.
		What all documents are essential for the	a. Request of the parent.

		purpose of admission in case of transfer of parent(s)?	<p>b. Report Card of previous class.</p> <p>c. Transfer Certificate of previous school.</p> <p>d. Copy of Relieving Order issued by the office where parent(s) of student was working.</p>
		What all documents are optional for the purpose of admission in case of transfer of parent(s)?	<p>a. 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.</p> <p>b. Undertaking of relationship, if student concerned will be residing with his/her relatives from the date of provisional admission in new school.</p> <p>c. Any Identity proof of the relative, issued by Central/State Govt.</p>
		What are the processing charges?	There are no processing charges.
		What is the procedure and documents to be collected in case parent(s) have superannuated from Private Service?	Procedure and requirement of document is same in case of the parent(s) being a Government Servant or Serving in Private Organisation.
Category 4 – 10	<ul style="list-style-type: none"> • Shifting of family (A) to (D) • Shifting to Hostel • Shifting from Hostel • Readmission in other school due to fail in Class IX or Class XI. • Better education • Long Distance • Medical Ground 	Is there any permission is required from CBSE for granting admission to a child whose parent has superannuated and shifted to some other place?	No, if it is within limits of permissible strength of 40 per section and admissions not exceeding permissible strength of 40, are completed before the last date of registration in Class-IX and Class-XI.
		What would be the schedule for admission in case of transfer of parents?	Admission can be made at any time.
		What all documents are essential for the purpose of admission in case of transfer of parent(s)?	All documents as mentioned in category specific to the admission in the circular are required to be collected at the time of admission.

Category 11		Is it essential to take the result of last five years of the Boards Examination and qualification and teaching experience of teachers teaching in Class IX/XI in case of admission due to better education?	No.
		What are the processing charges?	There are no processing charges.
	Change of Board	Is any permission required from CBSE for granting admission to a child from a Board other than that of CBSE?	No, if it is within limits of permissible strength of 40 per section and Admissions not exceeding permissible strength of 40, are completed before the last date of registration in Class-IX and Class-XI.
		What would be the schedule for admission in case of admission to a student from another Board?	Admission can be made at any time.
		What all documents are essential for the purpose of admission in case of admission to a student from another Board?	<ul style="list-style-type: none"> a. Request of the parent. b. Report Card of previous class. c. Transfer Certificate of previous school.
		What all documents are optional for the purpose of admission in case of admission to a student of another Board?	<ul style="list-style-type: none"> a. Result of last five years of Board's Examination b. Qualifications & Teaching Experience of Teachers teaching Class-IX/XI (as the case may be). c. Justification to be given by parent of student to change Board.
		What are the processing fees?	There are no processing charges.

OTHER FREQUENTLY ASKED QUESTIONS

1.	When are schools supposed to seek permission from CBSE for admissions in Class IX/XI?	<p>a. In case admission is over and above the prescribed Class strength i.e., 40 per section, in all above categories from 1 to 11</p> <p>b. In case admissions are made after the last date of registration in all above categories from 1 to 11.</p>
2.	When are the processing charges to be collected?	<p>Whenever, schools are seeking approval from the CBSE. i.e. in following cases:-</p> <p>a. In case admission is over and above the prescribed Class strength i.e., 40 per section.</p> <p>b. In case admissions are made after the last date of registration.</p>
3.	If admission is made after the last date of registration of students in Class-IX or in Class-XI, when can CBSE be requested for approval?	Information may be sent to concerned Regional Office within 07 days of the admission.
4.	Will SOP's be applicable on the admissions taken prior to the issue of SOP's?	No.
5.	From which date SOP's will be made effective?	From the date of issue of FAQ's.
6.	What are the processing charges for Admissions from Category -1 to Category-11?	In all cases including Category-11, processing charges will be Rs.1000/- .