



RAMJAS INTERNATIONAL SCHOOL

Sector IV, R. K. PURAM, NEW DELHI - 110022

Circular No. : RIS/2025/5/005

16 May 2025

FINAL REMINDER: CORRECTION IN SCHOOL RECORDS

Dear Parents,

This is to inform you that **your ward is being registered for CBSE** this academic year. Before the registration process is completed, it is extremely important to **ensure that all the personal details are accurate and consistent across official documents**.

Please note the following details as per school records:

- **Student's Name** : _____
- **Date of Birth (DOB)** : _____
- **Mother's Name** : _____
- **Father's Name** : _____

Discrepancies Identified:

The following discrepancies have been observed in the documents submitted:

Please be advised that **inconsistencies in official documents can pose problem in future academic admissions at university level**. Post CBSE registration, any correction is a long and complicated process, and may not be feasible through the school.

NAME CORRECTION PROCEDURE (STUDENT/FATHER/MOTHER):

As per Circular No. *DE(608)/Sch.Br./2014/1026*, dated *31.07.2015*, issued by the Directorate of Education, Government of NCT of Delhi, corrections in the names will only be accepted if the following procedure is strictly followed:

For Change in Name of Father/Mother/Student, the following documents are to be submitted:

1. Application stating the reason for change in details along with supporting documents. (Format annexed)
2. Copy of the **Court Order** granting the name change.
3. Copy of the **Gazette Notification** where name change is notified.

4. Newspaper clipping of **name correction notice** as published in **two newspapers** (one English & one Hindi).
5. **Updated copy of Birth Certificate** of the student mentioning the correct names of the student and the parents.
6. **Self-attested updated copies of Aadhar Cards** of the student and parents.
7. **Caste Certificate** (if applicable): Self-attested SC/ST/OBC certificate of the parent.

Note:

- If any of the above documents are missing or mismatched, the name submitted at the time of admission will be considered final.
- Future corrections, if required for higher studies, must be done directly with CBSE by the parents.

Action Required:

Parents are strongly advised to complete the necessary documentation and **submit the above mentioned hard copies to the school office** by 20th June 2025.

***This is the FINAL REMINDER.** No applications will be accepted without full compliance with the above requirements.*

Thank you for your cooperation and understanding.

Warm regards,



Ms. Richa Sharma

Principal

Annexure-1

Format for Change in Student's Personal Detail up to Class VIII.

A. Details as per School Records.

- Name of Student:- _____ Mobile No. _____
- Student ID :- _____
- Date of Birth:- _____
- Father's Name:- _____
- Mother's Name:- _____
- Category:- _____
- Permanent Address:- _____

- Address of Communication:- _____

- Class & Section:- _____
- Name & Add. of the First (Entry) school:- _____

B. Change required in _____

C. Reason for applying for change _____

D. I _____ father/mother/guardian of _____
student of class _____ of _____ school
Birth _____ solemnly declare that I will not request in future
change in my ward's personal details.

Date: _____

Signature of Father/Mother/Guardian

Place: _____

Name:- _____

PRINCIPAL'S SIGNATURE

Documents to be attached

Name : _____

Date : _____

Class & Sec : _____

Admission Number : _____

Documents Submitted:

1. Filled Form Y/N
2. Original Affidavit Y/N
3. Copy of Updated Child's Aadhar card Y/N
4. Copy of updated Father's Aadhar Card Y/N
(if applicable)
5. Copy of updated Mother's Aadhar Card
Y/N (if applicable)
6. Copy of updated Birth Certificate of child
Y/N
7. Newspaper clippings (one in English and Hindi
newspaper each) Y/N
8. Gazette Notification - _____

Remarks, if any : _____