



RAMJAS INTERNATIONAL SCHOOL

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

Circular No. : RIS/2025/5/006

16 May 2025

FINAL REMINDER: CORRECTION IN SCHOOL RECORDS

Dear Parents,

This is to inform you that your ward shall be writing board examination this academic year. Before the registration process for the exam is completed, it is extremely important to **ensure that all 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

UNDERTAKING

I _____ parent of _____ of class _____, understand the above and I shall get the corrections done by 20th June. In case I am unable to make submit the required documents, I understand that the name submitted at the time of admission shall be considered final and I shall not approach the school for name change later.

Parent's signature