



SFWS: SFWS/2025-26/P/07

Date: 28/08/2025

**Circular: Regarding LOC and Registration of Students for Class XII**

Dear Parents,

This is to inform you that the **CBSE** has initiated the **List of Candidates (LOC)** form-filling and registration process for the **Class XII<sup>th</sup> board exams** for the academic year **2025-26**. These are crucial procedures that ensure your child's registration for the upcoming Board Examinations. To Ascertain that the LOC of students appearing for Class XII is filled accurately as per CBSE guidelines, both **Mother and Father are required to visit the school to sign the LOC documents** on the designated days as follows:

- ❖ XII<sup>th</sup> Class – **September 01, 2025 (Monday) to September 06, 2025 (Saturday)**
- ❖ Timings: **8.00 a.m. to 1.00 p.m.**

**Kindly take note of the following important points:**

- ❖ Fill in the registration details and submit them to the **Examination Room** (Basement).
- ❖ The school will not be held responsible if your child's name is not forwarded to CBSE on time due to a lack of parental signatures.
- ❖ All fees **up to the 3<sup>rd</sup> Quarter** must be cleared.
- ❖ The following fees must be submitted at the **Accounts Office**:

**For Class XII Students:**

- ❖ Registration Fee for 5 subjects: Rs. 1600/-
- ❖ Additional Subject Fee: Rs. 320/-
- ❖ Practical Charges: Rs. 160 per subject
- ❖ Sports/Training Fee: Rs. 100/-

**NOTE:**

- **If the parents do not sign the LOC (List of Candidates) by the specified date, the school will forward the details of other students whose documents and signatures are complete to CBSE. The parents will be fully responsible for not completing the LOC. In this matter, the school will not be held responsible. (यदि अभिभावक निर्धारित तिथि तक एलओसी पर हस्ताक्षर नहीं करते हैं, तो स्कूल अन्य छात्रों जिनके सभी दस्तावेज और हस्ताक्षर पूर्ण है उनका विवरण सीबीएसई को हस्तांतरण कर देगा। एलओसी पूरा न करने के लिए पूरी तरह से अभिभावक ही जिम्मेदार होंगे। इसमें स्कूल की जिम्मेदार नहीं होगा।)**
- **Late Fee if once date get over will be Rs.2000/- per child extra.**

Best Regards,

*Manisha*  
**Ms. Manisha Jain**  
Principal

