



HVM Convent School

(A Senior Secondary School)

Karamsar Colony, New Subhash Nagar, Basti Jodhewal, Ludhiana.

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PCIR/040/2026-27

Date: 26.09.2026

CIRCULAR

SUBJECT: IMPORTANT REGARDING SUBJECT CHANGE CASE IN CLASS X/XII

Dear Parents& Students (classes X and XII),

- ❖ As you are aware that the process of submitting correct and accurate information in List of Candidates (LOC) for class X and XII is very important in order to make the candidate eligible for appearing in CBSE Board Examination as per CBSE Examination bye-laws.
- ❖ In this same vein, Board has asked schools to submit the list of students who have submitted the request for change/Add/Drop/Deletion/Removal of subject/s in class X and XII. Schools have been asked to submit the list of the students with prescribed Essential Documents and Processing Fee related to each case which has been given below for your knowledge. It is for your kind notice that CBSE does not encourage the changes in the subject as IX/X and XI/XII are two years integrated course and CBSE may reject the requests if it was not found as per the Examination bye-laws

Required Documents and Information

1. A **request letter on the official Letter Head of the School**, duly signed by the Principal.
 2. A **request letter from the Parent/Guardian of the student**.
 3. A copy of the student's **Class XI LOC Registration Card**.
 4. A copy of the **Class XI Report Card**, duly signed by the Principal and authenticated with the official **School Stamp**.
 5. Wherever applicable, the duly completed **Annexure-I and Annexure-II**, as prescribed under **CBSE SOP Framework, Chapter 11**.
 6. A clear and specific **reason/justification for the requested Subject Change / Addition / Drop / Deletion / Removal** with documentary proof
 7. **Processing Fee of ₹1,000/- per Candidate**.
- ❖ You are requested to fill the performa in prescribed format and submit the same in the school along with the processing fee in the school office by Monday, September 28, 2026 to overcome any consequences.

➤ Please treat it most urgent and important

Principal