

SRI
SRIMATHI SUNDARAVALLI MEMORIAL SCHOOL
CHENNAI – 600 063

Letter No.81/Parents (X) /2024-25

19.09.2024

Dear Parents

Sub: Submission of LOC Details – Reg.

Ref : CE/CBSE/2024/Efile 163685 dated September 4, 2024

This is to inform you that the CBSE has released an official circular regarding submission of the List of candidates for Class X Board Examination 2024 – 2025.

In this regard a copy of the CBSE LOC form has been issued to your ward. We request you to verify the following particulars, ensure the correctness of the data, sign and submit the same on or before 23.09.2024.

1. Candidate's Name
2. Father's Name
3. Mother's Name
4. Date of Birth
5. Candidate's Photo
6. Community
7. Annual Income
8. Single Child (Yes/No)
9. Subjects

In case of any changes in the given particulars, kindly submit the relevant requisition format available in the school website, along with the necessary documents **on or before 25.09.2024**

For instance:

Any Change in Students' Name – The Original Gazette for Verification, A Copy of the Gazette Page, Newspaper Publication along with the Change of Name Format.

To Change the Community – A Copy of the Community Certificate with Change in the Community Entry Format.

For Change in Annual Income – Change of Occupation Format (Fill in Annual Income)

Any Change in Father's/Mother's Name: Government Id Proof with the Change of Name Format.

Examination Fee of Rs.1500/-, mentioned in the LOC, will be collected along with the III term fees.

Thank you

Yours faithfully


Principal