



**CIRCULAR FOR CLASS IX**

TIS/ VV/ 2021-22/102

September 2021

Dear Parents

The process of registration for the CBSE Class X Board examination begins when the students are in class IX. To facilitate the process of registration, you are requested to fill the attached proforma with complete information and the required documents as specified below and mail it to **info.vv@tagoreint.com** by **5:00 pm on Saturday, 25 September 2021**.

Please go through the guidelines given below:

**PROFORMA:**

1. All details should be filled in BLOCK LETTERS.
2. Names must be written as per the entry made in the school records at the time of admission. **No abbreviations are allowed.** For example if the name of the father is Badri Nath Tiwari, it should be filled as Badri Nath Tiwari only and not B N Tiwari. Kindly do not write the title for eg Mr, Mrs, Ms etc. **Please ensure that the spellings are correct.**
3. The **date of birth** should be as per the school records.
4. The subject options of your ward should be filled correctly.

**DOCUMENTS:**

1. Aadhaar Card of your ward.
2. Date of birth proof.
3. **Recent passport size photograph** of the student. Instructions for the photograph-
  - The photograph should be **black and white** and **of high resolution**.
  - The photograph has to be clicked in **school uniform**.
  - The head should be positioned directly facing the camera, centered and, should cover 80% of the image. The student's full face should be clearly visible.
  - The photograph should capture the image from slightly above the top of the hairline to the middle of the chest.
  - The expression should be natural (smiling is allowed).
  - Eyes must be open and looking at the camera. Glasses should not be worn unless worn daily for medical purposes. The glasses, if worn, should not be tinted.
  - **The photograph must include the student's name and date on which it is clicked, at the bottom.**
  - The photograph should not be older than six months from the date of filling up of this proforma.

**PROCESS:**

1. You are requested to fill the form, sign it, scan it and then mail it along with the scanned copies of photograph and the required documents to [info.vv@tagoreint.com](mailto:info.vv@tagoreint.com)
2. The amount to be paid as **registration fee** will be informed to you as and when CBSE sends the information to us. Visually impaired students are exempted from paying the registration fee.
3. **Please ensure that the information provided by you is correct and error free. No change in the data will be entertained once the form is submitted.**

Shafalee Gupta  
Principal

**FORM FOR CLASS IX**

**September 2021**

1. NAME OF THE CANDIDATE: \_\_\_\_\_  
(BLOCK LETTERS)
2. DATE OF BIRTH: In numbers- \_\_\_\_\_  
In words- \_\_\_\_\_
3. GENDER (please tick): Male- \_\_\_\_\_ Female- \_\_\_\_\_
4. MOTHER'S NAME: \_\_\_\_\_  
(BLOCK LETTERS)
5. Mother's Mobile no: \_\_\_\_\_ Email id: \_\_\_\_\_
6. FATHER'S NAME: \_\_\_\_\_  
(BLOCK LETTERS)
7. Father's Mobile no: \_\_\_\_\_ Email id: \_\_\_\_\_
8. Aadhaar card no.of the candidate: \_\_\_\_\_
9. Caste (please tick) - (1) General \_\_\_\_\_ (2) SC \_\_\_\_\_ (3) ST \_\_\_\_\_ (4) OBC \_\_\_\_\_
10. Differently Abled (please tick) - (1) V.I \_\_\_\_\_ (2). Deaf \_\_\_\_\_ (3).Any Other \_\_\_\_\_
11. Learning Disability (please tick)- Yes \_\_\_\_\_ No \_\_\_\_\_
12. i) Subject 1 (First Language) - **ENGLISH (LANGUAGE AND LITERATURE)**  
ii) Subject 2 (Second Language) - \_\_\_\_\_ iii) Subject 3- \_\_\_\_\_  
iv) Subject 4 - \_\_\_\_\_ v) Subject 5 - \_\_\_\_\_
13. Annual Income of the Father & Mother \_\_\_\_\_
14. Is your ward the only child (please tick)-Yes \_\_\_\_\_ No \_\_\_\_\_
15. Is your ward a single girl child (please tick)- Yes \_\_\_\_\_ No \_\_\_\_\_
16. ATTACHMENTS: Please tick against each  
a) Photograph \_\_\_\_\_ b) Date of Birth proof \_\_\_\_\_ c) Aadhar Card/Passport \_\_\_\_\_

\_\_\_\_\_  
**SIGN OF MOTHER**

\_\_\_\_\_  
**SIGN OF FATHER**

\_\_\_\_\_  
**SIGN OF THE STUDENT**