



## M.E.S. INDIAN SCHOOL, DOHA, QATAR

Ext. / Cir. / No. 07/2024-25  
21/04/2024

Post Box: No: 3453  
Tele: 44572888

### CIRCULAR

Dear Parent,

**Sub: Class IX Students - Registration with CBSE for the Academic Year 2024 -25.**

Students of class IX are required to register their names with the CBSE. The Board will allot a registration number to each student, which must be referred in all future correspondence with the Board. The registration number will remain the same for the students who transfer their studies from one CBSE school to another.

In continuation of the process, the school records need to be updated to ensure error free entries. **The following particulars of your ward are presently available in the school records.**

- (1) Student's Name : \_\_\_\_\_
- (2) Mother's Name : \_\_\_\_\_
- (3) Father's/Guardian's Name : \_\_\_\_\_
- (4) Date of Birth : \_\_\_\_\_

If you find any discrepancy in terms of addition or omission in the above particulars, **you may submit a written request specifying the changes required with supporting documents, like copy of the passport or birth certificate etc., to the respective class teacher.** In no case changes will be allowed after the finalization of data.

The duly filled in proforma (page 2), together with:

- (1) Two Passport size photographs in school uniform in white/blue background (with name, class & division written on the reverse side of the photo) shall be submitted to the class teachers.
- (2) Registration fee of **Qrs.100/-** to be paid to the class teacher.
- (3) The form shall be submitted to the respective class teachers along with passport and Qatar ID copy of Student, Father, and Mother latest by **30/04/2024**.

Co-operation of all concerned is highly solicited.

  
**HAMEEDA KADAR**  
Principal

To  
**All Parents/Students of Class IX**

**Copy to:** (1) The Governing Board (2) V.P. /Head of Boys' Section (3) V.P./Head of Girls' Section (4) Head of Admin. & Facilities (5) HAI & QMS (6) Accounts Section (7) Section Officer – CBSE (8) Class Teachers of Class IX (9) ICT Section (10) CBSE File.

F223, Rev 0, Dated 1Nov 2009.

AS/Ext

(P.T.O)

