**Annexure-I**

To,

The Principal,

# Sub: Request for change of subject in respect of Ms/Master

**of Class** .

Madam/Sir,

My ward, Ms/Master

, a student of

your school of Class/Section is seeking change in the subject(s) due to the following reasons-

# (a)

**(b)**

Documents as under are enclosed in support of the reasons-

a)

b)

I request you to allow change of subject(s) of my ward as under:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Present subject(s)** | | **Subjects to be taken** | |
| **Subject Code** | **Name** | **Subject Code** | **Name** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |

Signature of Parent (with date)

Name:

Address

Contact No. Email ID:

# Annexure-II

**[On School Letter Head]**

To,

Regional Officer CBSE

# Sub: Request for change of Subject(s) in Class .

Madam/Sir,

I am forwarding herewith the requests for change of subject(s) in respect of following students alongwith relevant documents:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Students Details** | | | | **Change in Subject** | | | |
| S.No. | Name of Student | Reason for change of  subject(s) | Documents supporting the reason | From | | To | |
|  |  |  |  | Sub Code | Sub Name | Sub Code | Sub Name |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

It is certified that I have carefully examined the requests as per instructions provided by the CBSE. The subjects are valid combinations and available in the school. Regular and Qualified teacher(s) in the subject(s) is/are also available in the school to teach the subject(s).

I recommend the above change in the subject(s) keeping in view the interest and future of the student(s). Kindly allow the above changes in the subjects.

# Principal Name/Sign