



Christu Jayanthi Public School

(Affiliated to the Central Board of Secondary Education, New Delhi. Code No. 930714)

Cr. No: RCJPS/P022/2020-21

02 September 2021

CBSE REGISTRATION CLASS IX

Dear Parent,

We have started with the procedure for data collection in connection with the registration for the CBSE Board Examination. Registrations are done in Grade IX for the Secondary Examination. You are requested to submit the details of your ward for registration through our website www.christujayanthi.ac.in.

Guidelines & Procedure to fill in the online Registration Form-Class IX

- Submit the details at the earliest without waiting for the deadline.
- Do strictly adhere to the timelines, as the forms have to reach the Regional Office, CBSE before the deadline.
- The online registration form should be filled in with utmost care; Name, Date of Birth and other details should strictly be as per **BIRTH CERTIFICATE** without any spelling errors.
- After you enter the details and submit the form please check your portal regularly for updates till your data is finalized.

STAGE 1 (03 September 2021 – 13 September 2021)

1. Visit the “**School Website**”, click on “**Student Portal**” and login to the student portal by entering the **Admission Number** and **Date of Birth** (DD/MM/YYYY) of your ward. After logging in, click “**CBSE Registration**”.
2. Read the general instructions carefully and click **Proceed** at the bottom of the page.
3. Fill in the details without any errors.
4. All the fields are mandatory.

5. Registration form should be filled in capital letters only (except for email id).
6. **Please note that no corrections in names or date of birth will be entertained later.** (Student's name, Father's name and Mother's Name)
7. Students without Aadhaar Card Numbers can provide either their Father's or Mother's Aadhaar number for registration.
8. Save the data by clicking on the **"Submit Details"** button. The student can view the data entered by him/her and recheck the data saved. Changes, if any, can be made by clicking on **"Edit Details"**.
9. If the details are correct, finalize and submit the data by clicking on **"Submit to School"**.
10. Upon submission to the school, the status changes from **"Data Submission- Requested"** to **"Waiting for School Verification"**. Your data will be verified within 2 working days.
11. The school will verify the data submitted by the student and if any corrections are to be made, the student will be notified by email and the status will change from **"Waiting for School Verification"** to **"Data Correction Requested"**.
12. You may login again to view and edit the data if any corrections are requested by the school. Clicking on **"Edit Details"** will allow the student to update the data. Update the data by clicking on **"Submit Details"** and the final submission can be made by clicking on **"Submit to School"**.
13. After correction, the status will change to **"Waiting for School Validation"**. Your data will be again verified within 2 working days.
14. Once the submitted data is verified by the school, the status will change to **"Data Validation Completed"**. Further to this, you will receive an email notification as well.

STAGE 2

(Starting & Last Date will be intimated through Entab Campus Care)

1. The validated data will be treated as final and will be uploaded to the CBSE portal for generation of registration card.
2. Once the CBSE registration card is ready, it will be uploaded in your portal for confirmation from your end.

3. Do check the portal regularly once we have uploaded the CBSE registration card. The same will be displayed in your portal and the status will change from **“Data Validation Completed”** to **“Confirmation By Student”**.
4. You are also requested to upload a recent passport size photograph of your ward. (Photo Annexure attached below)
5. Once uploaded, please make sure that you are send the same to the school for approval by clicking on **“Send Photo to School”**. You can also request for corrections in data if needed through the correction box that pops up. The status **“Confirmation by Student”** changes to **“Correction Needed in CBSE Record”**. Your data will be verified within 2 working days.
6. The School will re-upload the corrected data with the image for your verification within a day.
7. Now you will be provided with two options
 - a. **“More Corrections needed”**.
 - i. For making changes/corrections click on **“More Corrections needed”**. The Same process will be repeated until you confirm the same by clicking **“Send Confirmation to School”**.
 - b. **“Send Confirmation to School”**
 - i. If the photograph is clear and the data is correct you may click **“Send Confirmation to School”**. Once you have done this, the status **“Correction Needed in CBSE Record”** will change to **“Confirmed Final Student Profile”**. You will get a message in the portal saying, **“Data submitted to school”**.
8. Please note that once the status changes to **“Confirmed Final Student Profile”** no corrections will be entertained.
9. You will receive an acknowledgement for your confirmation within one day. The status **“Confirmed by Student”** changes to **“Profile Finalized”**.

ANNEXURE-PHOTO

- Photo should be in color and of high quality to avoid any pixilation. Clearly indicate the **FULL NAME OF THE STUDENT & DATE OF PHOTOGRAPHY (DD/MM/YYYY)** below the photograph.
- Photo uploaded should be recent (taken in the last 02 months).

PHOTO SAMPLE & SPECIFICATIONS



- Size of the Photograph : Between **05kb** to **35kb**
- File Type : **.JPG** only
- File Name : **Full Name of the Candidate**
- Head should be positioned directly facing the centre of the camera and should compose 80% of the image.
- Candidate should be in clear focus and distinguishable from the background. Solid color backgrounds are best.
- Have a natural expression - smiling is allowed.
- Eyes must be open and looking at the camera. Glasses must not be tinted unless worn daily due to medical reasons.
- Full face of the candidate must be clearly visible.

STAGE 3

(AMOUNT TO BE REMITTED, Starting & Last Date will be intimated through Entab Campus Care)

REMITTANCE OF FEE

- Registration fee should be remitted only through **IMPS** or **NEFT** to school Account.

Account Details

Account Name	CHRISTU JAYANTHI PUBLIC SCHOOL
Account No	05 870 53 00 00 00 108

IFSC Code	SIBL 00 00 587
Account Type	SAVINGS
Bank Name & Address	SOUTH INDIAN BANK RAJAGIRI VALLEY BRANCH KAKKANAD, KOCHI-682 039

- If the remarks field is open during transaction, kindly mention the name of the student, class, division and admission number while remitting the fees. Eg: AnitaIXA1234
- After payment of the registration fee please send a screenshot of the transaction receipt to the e-mail id fees@christujayanthi.ac.in mentioning the name of the student, class, division and admission number.

N.B. Important Note:

You are requested to upload a few documents during the registration process. Please keep the following documents ready before you proceed. Documents uploaded should be in **.JPEG/.PNG** format only and each file should not exceed **1.5MB**.

1. Birth Certificate (Page where the D.O.B, Name and Parent's name are mentioned)
2. Recent Minority Certificate-issued by Akshaya Centre/Village Office in case you come under the **minority** category.
3. Recent Caste Certificate- issued by Akshaya Centre/Village Office in case you belong to **SC, ST & OBC** category.

For technical support and clarifications, you may contact the school academic office **8589042266** (Monday-Friday) during office hours (10.00am to 02.00pm).


Mrs. Saji Varghese
Principal

