



Christu Jayanthi Public School

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

Cr. No: RCJPS/P027/2021-22

27 September 2021

CBSE REGISTRATION CLASS XII

Dear Parent,

You are requested to submit the details of your ward for Class XII CBSE registration through our website www.christujayanthi.ac.in.

Guidelines & Procedure for Verification of LOC-Class XII

- Last date for completion of online verification procedure: **WEDNESDAY, 29 SEPTEMBER 2021 BEFORE 12:00NOON.**
- Do strictly adhere to the given timelines, as the LOC has to reach the Regional Office, CBSE before the deadline.
- Submit the details at the earliest without waiting for the deadline.
- Check your portal regularly for updates until your data is finalized.

STAGE 1

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* “**Class XII LOC**”.
2. Read the general instructions carefully and click **Proceed** button at the bottom of the page.
3. The registration card will be displayed in your portal and the status will be “**Confirmation By Student**”.
4. You will be provided with two options
 - i. “**Send Confirmation to School**” - If the photograph is clear and the data is correct you may click “**Send Confirmation to School**”. The status “**Confirmation By Student**” will change to “**Confirmed Final Student Profile**”. You will get a message in the portal saying, “**Data submitted to school**”.

ii. **“More Corrections needed”**- For making changes/corrections click on **“More Corrections needed”**. Once you send corrections to the school the status **“Confirmation By Student”** will change to **“Correction Needed on CBSE Record”**.

(ii.a) The data correction requested will be updated to CBSE portal within a day. Once the corrections are updated the new data will be uploaded again to your portal. You are expected to check and confirm the same.

(ii.b) The same process will be repeated until you confirm the same by clicking **“Send Confirmation to School”**.

5. Please note that once the status changes to **“Confirmed Final Student Profile”** no corrections will be entertained.

6. You will receive an acknowledgement for your confirmation within one day. The status **“Confirmed by Student”** changes to **“Profile Finalized”**.

STAGE 2

REMITTANCE OF FEE

Please check the registration card uploaded in your ward’s profile for EXAM FEE to be remitted.

SAMPLE

SL.NO.	CANDIDATE NAME	SEX	SUB	SURNAME	MED	INT	ANN.INC.	SEC/EQ	EXAM PASSED	O.CHILD	PHOTO
SEQ.NO.	MOTHER NAME				SUB		MIG.CER	ROLL/YEAR/CLASS/BOARD		DIR.ADM	
CAT.	FATHER NAME						MINORITY				
				Reg NO.. 172							
				Fee: Rs.2300 L							
				Adm. Sd: 117							
				Fee: Rs.2300							

- Exam fee should be remitted only through **IMPS** or **NEFT** to the School Account on or before **TUESDAY, 28 SEPTEMBER 2021**.

ACCOUNT DETAILS	
Account Name	CHRISTU JAYANTHI PUBLIC SCHOOL
Account No	05 870 53 00 00 00 108
IFC 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 the transaction, kindly mention the name of the student, class, division and admission number while remitting the fees. Eg.: **AnitaXIIA1234**
- * After payment of the exam fee, send a screenshot of the transaction receipt to this e-mail id fees@christujayanthi.ac.in mentioning the name of the student, class, division and admission number.
- * For technical support and clarifications, you may contact the school academic office **8589042266** during office hours (10.00am to 02.00pm).



Mrs. Saji Varghese
Principal