

**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	
		Name		Name
1				
2				

\_\_\_\_\_  
Signature of Parent (with date)

Name: \_\_\_\_\_

Address \_\_\_\_\_

Contact No. \_\_\_\_\_

Email ID: \_\_\_\_\_

[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