केन्द्रीय माध्यमिक शिक्षा बोर्ड
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Education, Govt. of India)

CBSE/COORD/Shortage-Attend./2025 Dated: 04.08.2025

To

The Principal/Head of Schools
Affiliated to CBSE
(Through CBSE Website)

Please read and understand this communication so that directions could be implemented strictly.

Subject: Strict Compliance with attendance requirements as per CBSE Examination Bye-Laws for Board Examination Eligibility – reg.

This is in continuation of circular No. CBSE/CE/Coord/2024 /e-file-163685/ dated 09.10.2024 wherein it was directed to all schools to adhere to Rules 13 and 14 of the CBSE Examination Bye-Laws strictly regarding student attendance for Class X and XII Board examinations-2024-2025.

In light of above, the same is being reiterated for both the academic session 2025-2026 and Examination 2025-2026. As per the CBSE Examination Bye Laws Rule 13 and 14, a minimum of 75% attendance is mandatory for students to be eligible to appear for the Board examinations. The Board offers a 25% relaxation only in cases of exigencies such as medical emergencies, participation in national or international sports events, and other serious reasons, if supported by the necessary documents/record.

Schools are hereby directed to ensure the following:

1. **Inform Students and Parents:** All students and parents must be made aware of the mandatory 75% attendance requirement criteria and the potential consequences of not meeting this criteria. Any student, if on leave due to a medical or any other reason, needs to apply for the leave to the school with proper medical and other documents at the time of availing leave. Leave without a written request will be considered unauthorized absence from the school.

2. **Leave Procedures:** In case of medical emergencies, students must submit a leave application along with valid medical documentation immediately after availing the leave. For other reasons, Students must inform the school of their absence with a valid reason and only in writing. If it is observed at the time of sudden inspection of the schools by CBSE that students are absent without proper leave records, it will be presumed that they are not attending the schools regularly and may be treated as non-attending/dummy candidates. **CBSE shall not allow such students to appear in the Board examinations.**

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3. **Attendance Monitoring**: Schools must regularly monitor and maintain correct attendance records. Attendance registers should be updated daily, signed by the class teacher and the competent authority of the school and be readily available for inspection by the CBSE.

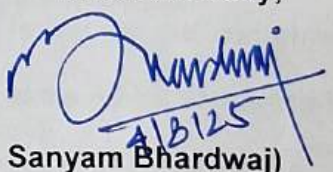
4. **Parental Communication**: In case a student frequently misses school or fails to meet the attendance requirement, the school should inform the parents in writing through Registered/Speed Post, e-mail stressing the importance of regular attendance and also failure to comply attendance norms may result in the student being disqualified from appearing in the board exams. Keep record of communication safely. A copy of this communication be sent to the parents of all the schools through e-mail for the information and strict compliance by the students and parents.

5. **Inspections by the CBSE**: The Board may conduct surprise inspections to verify student attendance records. During such inspections, if it is found that the records are incomplete or if it is manifest that students have not been attending the school regularly may face strict action, including disaffiliation. The students may be disqualified from appearing in the board exams.

Please note that no changes to the attendance records will be permitted once the school has submitted the shortage of attendance cases to the CBSE. Attached to this letter, you will also find the Standard Operating Procedures (SOPs) for condoning the shortage of attendance and a Proforma to be used when submitting cases for condonation.

Regular attendance is not only essential for meeting the Board's examination requirements but also for fostering responsible and well-rounded individuals. Therefore, it is once again directed to all schools to disseminate the above information to their students timely.

Yours faithfully,



(Dr. Sanyam Bhardwaj)
Controller of Examinations

Copy to web admin with the request to upload on the CBSE website.

STANDARD OPERATION PROCEDURES FOR DEALING WITH STUDENTS WHO HAVE ATTENDANCE LESS THAN THE PRESCRIBED PERCENTAGE OF ATTENDANCE

1. **Schools will take the following action:-**

a. Inform the importance of attendance to the students and their parents at the beginning of the session;
b. Sensitize the students and parents about the relevant rules and the attendance requirement during the academic session;
c. Inform the students and parents the grounds on which shortage of attendance could be condoned;
d. Inform the students and parents to submit a medical certificate(s) from the Competent Authority/leave application supporting the reason for availing leave as and when leave is availed;
e. Warn the students and parents if they are not attending the classes regularly and maintain the records of such students correctly;
f. Inform the parents about the shortage of attendance;
g. Schools will recommend the cases to the CBSE as per Examination Bye-laws only;
h. Attendance will be calculated as of 1 January of the academic session;
i. Shortage of attendance cases be received in the concerned Regional office up to 7th January of the academic session;
j. No case will be accepted after 7th January of the academic session of Class X or XII;
k. Cases without mandatory documents will be summarily rejected.
l. Once shortage of attendance of any student is reported to CBSE, later, communication to CBSE by the school that now attendance are completed, will be considered manipulation and attendance status will not be changed.

2. In case of shortage of attendance, schools shall be required to procure the following documents from the student(s) / parent(s) and submit them to the concerned Regional office of the Board while forwarding the cases for considering condonation of shortage of attendance:

S. No.	Valid reason for condonation of shortage of attendance	Mandatory documents
1.	Prolonged illness	1. Request(s) from the parent 2. Medical Certificate(s) for the period of absence from a Government Doctor. 3. All medical reports, X-rays etc. 4. Recommendation of school in the proforma attached.
2.	Loss of father/mother or some other such incident leading to his/her absence from the school and meriting special consideration.	1. Request from the parent/guardian 2. Death Certificate issued by the concerned Authority 3. Recommendation of the school concerned in the proforma attached.
3.	Any other reason of similar serious nature.	1. Request from the parent 2. Certificate issued by the concerned Govt. Authority supporting the nature of reason 3. Recommendation of the school concerned in the proforma attached.

4.	Authorized participation in Sports at National level organized by CBSE/SGFI	1. Request from the parent 2. Certificate issued by the concerned Authority 3. Recommendation of the school concerned in the proforma attached.
5.	Authorized participation in Sports at the National level/International level as per SOPs.	1. Request from the parent 2. Recommendation letter from Sports Authority of India (Only as per SOPs) 3. Recommendation of the school concerned in the proforma attached. 4. Action be taken as per Standard Operating Procedures issued by CBSE for students participating in National level/International sports events. 5. Strictly only within schedule.

3.The following will be the schedule for sending the request to the CBSE for condonation of attendance:-

S.No	Activity	Schedule
1.	To consider attendance put in by the student(s) in view of Rule 14(i) of Examination Bye-laws	Upto 1st January of the academic session for Class X or XII
2.	Schools to compile all such shortage of attendance cases at Sl. No.1 above in tabular form (separately for Class X and XII) supported with documents as mentioned above.	To be sent to the concerned Regional Office so as to reach within 07 (seven) days of Activity at S.No. 1 i.e. 7th January of the academic session.
3.	The regional office will also communicate deficiency, if any, to the schools	Within 15 (fifteen) days from the date of receipt i.e. latest by 21st January of the academic session.
4.	Schools will communicate fulfilment of deficiency to the Regional Office	Within 07 (seven) days from the date of activity at S.No. 3 i.e. 28th January of the academic session
	The last date for approvals by CBSE	7th February of the examination year.

All schools are directed to read, understand, and comply with the SOPs in toto. Schools will ensure that all the documents as per requirement are obtained from the student(s)/parent(s) concerned and provided to the concerned Regional Office, wherever required.

In no manner, request(s) received after schedule date will not be considered and will be rejected.

(PROFORMA FOR FORWARDING SHORTAGE OF ATTENDANCE CASES BY SCHOOLS) CONDONATION OF SHORTAGE OF ATTENDANCE IN CLASS X/XII (SEPARATE PROFORMA EACH FOR CLASS X AND XII)

1. The following candidates of Class ..... have not attained the required percentage of attendance during the academic session 20.....20..... as per details mentioned against each:

S. No.	Name of Candidate	Regn. No./Roll No.	Class X/XII	No. of Teaching days in the schools	No. of days attended by the students	Percentage of attendance put in by the student up to 1 Jan. 20.....	Recommended under- as R for Recommended Not N for Recommended
1.							
2.							
3.							
4.							
5.							

2. The following documents duly attested are attached to the following cases.

S. No	Name of Candidate	Name of Documents(s) attached
1.		
2.		
3.		
4.		

Signature:_____
Name of Principal: _____
School Name: _____
School No.: _____
Affiliation No: _____
Seal of the school: _____