



# 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.**

*Handwritten note:*  
Students with  
leave with  
Student and  
Parents

*Handwritten signature*

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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.