

■ CBSE LOC Submission Checklist 2025–26

(For Principals, Coordinators & Teachers-in-charge)

■ 1. Preparation Before LOC Portal Opens

- Collect student personal details: Full name (as per Admission Register), parents' names, Date of Birth.
- Ensure all students in India have APAAR IDs (verify through DigiLocker portal).
- Verify subject codes & combinations as per CBSE Scheme of Studies.
- Categorize students correctly (FS – Fresh, ER – Essential Repeat, I – Improvement, Compartment).
- Collect CWSN (Special Needs) records; submit before LOC deadline.
- Verify attendance eligibility as per CBSE Examination Bye-Laws.

■ 2. Data Entry on Portals

- Update OASIS Portal (school & teacher details).
- Submit HPE (Health & Physical Education) data.
- Log in to LOC portal using Affiliation No. & password.

■ 3. Checklist Verification

- Print last year's candidate list (IX & XI).
- Cross-check with Admission Register for names, DOB, gender, subject codes.
- Mark corrections/additions/deletions on printed checklist.
- Upload/replace clear student photographs (JPG, <40kb, white background).

■ 4. Final Submission of LOC

- Enter corrections online (MODIFY/ADD/DELETE options).
- Verify APAAR IDs for all students (India only).
- Generate Checklist with photographs for final review.
- Obtain signatures of student & parents on the final printout.
- Finalize data (no further editing after this step).

■ 5. Fee Payment

- Pay online using Internet Banking/UPI/Debit/Credit/NEFT/RTGS/SWIFT.

- Ensure fee is paid by last date along with LOC submission.
- Late fee ■2000 per candidate if beyond schedule.
- Keep bank transaction IDs & confirmation slips safely.

■ 6. After Submission

- Print and file the Final LOC List with signatures.
- Monitor for Data Verification Slip (13–27 Oct 2025) and correct errors if any.
- Keep scanned copies of student photographs & documents for records.
- Ensure teachers listed in OASIS are TGT/PGT for IX–X & XI–XII (for evaluator duty).

■ 7. Special Precautions

- Double-check sensitive subjects (Hindi-A vs Hindi-B, Math Std vs Basic, English Core vs Elective).
- Inform parents/students that no subject change will be allowed later.
- Principals must review daily progress in the last 7 days before deadline.
- Excuses like absent staff, missing student data, or website error will not be accepted by CBSE.

■ 8. Key Dates

- LOC Submission (Normal Fee): 29 Aug – 30 Sep 2025
- With Late Fee: 03 Oct – 11 Oct 2025
- Data Verification Slip Window: 13 Oct – 27 Oct 2025

■ By following this checklist, schools can ensure 100% error-free LOC submission and avoid penalties or student disqualification.