



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་དང་རིག་ཚུལ་གོང་འཕེལ་ལྷན་ཁག།

Royal Government of Bhutan  
Ministry of Education & Skills Development  
Department of School Education



DSE/SLCD/(2.1)/2023/1460

7 November 2023

The CDEO/TDEO  
Dzongkhag/Thromde Education Offices  
All Dzongkhag/Thromde

**Subject: Clarification on the documents required for school admission**

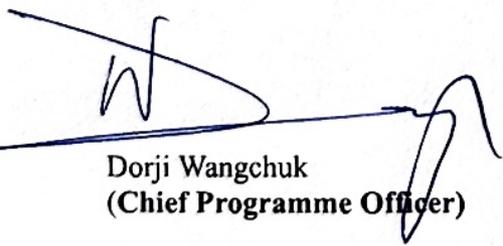
Dear Sir/Ma'am,

It has come to our attention that the parents are confused with regard to the submission of necessary documents while seeking admission of their children. In line with the meeting held with the relevant authorities from the Department of Civil Registration and Census, and Public Service Delivery in October 2022, a consensus has been reached on this matter. It has been decided that the children's Citizenship ID number will suffice to pull the household information from the DCRC. Hence, there is no need for other household information except for Parent's CID copy and Parent's concern letter.

Therefore, the department would like to request your good office to kindly issue clear instructions to all schools under your respective jurisdictions to include the following attachment only:

1. Parent's CID Copy
2. Parent's concern letter

Yours Sincerely

  
Dorji Wangchuk  
(Chief Programme Officer)

**Copy to:**

1. Director, Department of Civil Registration and Census for kind information
2. Offtg. Chief ICT Officer, ICT Division for record and information.