



Ref.No.EDU/TT/3.2.2/2022/ 10387

November 14, 2022

## Notification on Admission and Transfer of Students for Academic Year 2023 - Thimphu Thromde

Pursuant to the directives of the Ministry of Education vide letter No. DSE/SPCD/Admin (1.1)/2022/698 dated November 10, 2022 and in continuation to Thimphu Thromde's notification on *Pre-Primary (PP) Admission for Academic Year 2023* vide notification No. EDU/TT/3.2.2/2022/10363 dated October 18, 2022, Thimphu Thromde would like to further notify the parents seeking Pre-Primary (PP) admission, admissions and transfer of students in classes I-XII (except class XI) for 2023 academic year in Thimthrom Schools to kindly note the following important points:

### A. Pre-Primary (PP) Admission for Academic Year 2023

1. Pre-Primary (PP) admission for academic year 2023 in all government schools in Thimphu Thromde will be carried out as per the Thimphu Thromde's notification No. EDU/TT/3.2.2/2022/10363 dated October 18, 2022 and subsequent notification of the Ministry of Education vide letter No. DSE/SPCD/Admin (1.1)/2022/698 dated November 10, 2022.
2. Government schools in Thimphu Thromde will carry out **Pre-Primary (PP) admission Partially Online through EMIS Portal** following MoE's schedule as the schools have already received hardcopies of admission requests as per the Thimphu Thromde's notification. Those parents who are yet to apply may choose to register and apply **Fully Online** through **EMIS Portal**.

**Note:** Schools carrying out PP admission **Partially Online** through **EMIS Portal** must confirm the children's admissions (accepted or rejected) with parents using most viable and effective mode of communication.

3. There is no requirement to submit hardcopy of family tree for PP admission as EMIS can extract data for students with CID directly from the Ministry of Home and Cultural Affairs. However, schools are required to collect CID Numbers of children and for admission of PP students from ECCD centers, Student Code should be collected.

### B. Admission for Classes I-XII (except Class XI)

1. **All Admissions and Transfer of Students for Classes I-XII (except Class XI)** for academic year 2023 in Thimthrom Government Schools will be carried out **Fully Online** through **EMIS Portal**. The parents seeking admissions can register and apply online for admission and transfer of students to schools of choice in Thimphu Thromde in line with existing admission policy of the Ministry of Education through the EMIS Portal (*Fully Online*).

### C. Admission on Placement for Classes VII and IX in Government Schools in Thimphu Thromde

1. The placement of students for Classes VII and IX will be carried out **Partially Online** through **EMIS Portal** from December 20-31, 2022 by the schools concerned as per the



approved catchments and feeder schools for both government and private schools of Thimphu Thromde.

**D. Timeline for Classes PP-XII Admissions 2023 provided by the Ministry of Education (Does not apply to Admission on Placement for Classes VII & IX)**

SI No	Activities	FROM DATE	TO DATE
<b>PP Admission</b>			
1	Admission application	November 1, 2022	November 30, 2022
2	Schools to complete accepting or rejecting application	December 1, 2022	December 7, 2022
3	Students to complete accepting or rejecting school	December 8, 2022	December 17, 2022
4	Schools to admit students	Within one week after school reopens	
<b>Classes I-XII Admissions (except Class XI)</b>			
1	Admission application	December 1, 2022	December 31, 2022
2	Schools to complete accepting or rejecting application	January 1, 2023	January 15, 2023
3	Students to complete accepting or rejecting school	January 16, 2023	January 31, 2023
4	Schools to admit students	February 1, 2023	February 10, 2023

**E. Links**

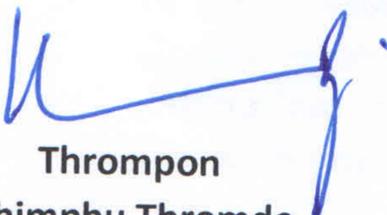
1. **Fully Online Admission** (For parents and students): <https://portal.education.gov.bt/>
2. **Partially Online Admission** (For schools): Login in with Principal's credentials in [systems.education.gov.bt](https://systems.education.gov.bt)

**Note:**

- a) The children who complete **Five Years of Age on 5<sup>th</sup> February, 2023** are eligible for admission in Pre-Primary (PP) for academic year 2023 based on the availability of seats in the schools concerned. If the number of registered applicants exceeds the actual intake capacity of the school(s), the admission shall be given to older children as notified by the Ministry of Education vide letter No. DSE/SPCD/ADM(1.1)/2020/1837 dated November 19, 2020.
- b) The general criteria for admissions and transfer of students and documents required are provided in the **Advisory Note for Student Admissions issued by the Ministry of Education** vide letter No. DSE/SPCD/ADM (01)/2017/84 dated January 25, 2017.
- c) School Admission Committees must carry out all admissions and transfer of students considering the distance and location of parents and children's place of residence as per the approved catchments and feeder schools of Thimphu Thromde **depending on the availability of seats.**



- d) Thimphu Thromde Education Division will oversee and monitor the entire admissions and transfer of students in line with the admission policy of the Ministry of Education in order to ensure seamless admission processes in Thimphu Thromde.
- e) Private schools in Thimphu Thromde will carry out all **admissions** for academic year 2023 as per the directives of the Ministry of Education and in line with the existing admission policy either **Fully Online** or **Partially Online** through **EMIS Portal**.
- f) Following documents are available for ready reference on Thimphu Thromde website ([www.thimphucity.bt](http://www.thimphucity.bt)):
- Ministry of Education's Notification on Admission and Transfer of Students vide letter No. DSE/SPCD/Admin (1.1)/2022/698 dated November 10, 2022;
  - Thimphu Thromde's Notification on Pre-Primary (PP) Admission for Academic Year 2023 vide notification No. EDU/TT/3.2.2/2022/10363 dated October 18, 2022;
  - Ministry of Education's Advisory Note for Student Admissions vide letter No. DSE/SPCD/ADM (01)/2017/84 dated 25th January, 2017;
  - Ministry of Education's Guidelines for Student Admission and Transfer through EMIS Portal 2022.

  
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Thimphu Thromde

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