

Guidelines for Private Schools

For RTE admissions that took place for Academic Year 2019-20 (this academic year)

1. School should Admit the student in EMIS by going to Student -> Student Admission
2. In the last section of the Student Admission Form, "Admitted through RTE", they should mark "Yes" and select the RTE Category (Weaker Section / DG/ DGS)
3. The school must ensure that all students admitted through RTE who are studying in the school are marked correctly. (In all classes from LKG to 8th Standard)
4. They can verify the list of RTE students in the school by clicking on RTE under "Other Links" from the School Dashboard.
5. To update the RTE Category for already admitted students, the school can go to Student -> Student List. Select the Class. Click on the Student Name and update the RTE details.