



# Mount Litera Zee School

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An English Medium, Co-educational Sr. Sec School  
Affiliated to CBSE - New Delhi

Affiliation No. 2132273

School Code. 60940

MLZS/Circular/2024-25/15

02 Sep 2024

## Most Urgent

### Submission of Pending Documents

Dear Parents,

1. This is to inform you that admission documents of your ward studying in Mount Litera Zee School Baraut are incomplete till date. Therefore, you are requested to submit all pending documents to school latest by Friday, 06 September 2024. (List of pending documents is shared by class teacher in class groups).
2. UDISE portal is being updated and shall be finalized on Saturday, 07th September 2024. School will not update the details of those students whose documents are not available with school and will not take any responsibility of any wrong details uploaded. Which may cause problems in future.
3. Following documents are required for admission -
  - i) Photocopy Birth Certificate (issued by registrar Birth & Death)
  - ii) TC Original (for admission in class II onward with PEN and UDISE Code)
  - iii) Passport size photographs of Student and both Parents/Guardians as per case
  - iv) Photocopy Aadhar Card of Student and both Parents/Guardians
  - v) Caste/Category certificate, if you wish to claim.
  - vi) Report Card of previous class

**Please Note : The School will issue any certificate to student based on the data available with school supported by documents submitted by parents at the time of admission. If documents are not submitted, no certificate shall be issued.**

Sd/-

(Nishant Kumar)  
Principal