



ASSAM STATE SCHOOL EDUCATION BOARD

Division-I (erstwhile SEBA)

Bamunimaidam, Guwahati-21

website: site.sebaonline.org | email: boardassam@gmail.com

No. ASSEB/D-I/JS/REG/2026/06/01

Date: 31st March, 2026

To : The Head of High/ Higher Secondary Schools (all)

Sub : **ONLINE REGISTRATION OF CLASS IX STUDENTS FOR THE YEAR 2026, FROM 1ST APRIL 2026 TO 15TH MAY 2026.**

Sir/ Madam,

With reference to the subject cited above, I am to inform you that the Online Registration Portal for Registration of Class IX students of the year 2026 will open from **1st April 2026**. The last date of online registration is **15th MAY 2026**.

UDISE CODE: In the Registration portal, all Schools must provide the 11 digit UDISE Code in the My School page. UDISE code is mandatory. No School will be allowed to register their students if UDISE code is not updated in the Registration portal.

BRIEF STEPS OF REGISTRATION PROCESS ARE GIVEN BELOW:

1. Prior to start of the online Registration process all Schools will collect the details as mentioned below from each of the students, to be registered in Class IX.
 - a. Details of the students in the **Data Capture Sheet** (attached herewith in **Annexure 1**).
 - b. **Passport size Photo** in white background.
 - c. **Full Signature of the student** in the Data Capture Sheet.
 - d. Photo copy of the **Birth Certificate** of the students (To be uploaded in the registration portal).
 - e. Student's **AADHAAR** number in the Data Capture Sheet.
 - f. Student's **APAAR ID (Automated Permanent Academic Account Registry) 12-digit Unique Number** in the Data capture sheet.
 - g. **Registration fee is Rs 300 (Three hundred only)** per student. *For the PWD students, Registration fee is Rs 150 (One hundred and fifty only).*
2. After collecting the above information, please visit ASSEB, Div-I official website sebaonline.org and click on the link **Class IX Registration, 2026**.
3. **LOG IN:** In the Registration portal, School has to click on School Login.

School has to log in with their School Code as a User ID and followed by a Password. Password will remain same as provided during previous year class IX registration.

If Password is lost then School has to collect the password from the respective Member Secretary of the Regional office of ASSEB, Div- I of concerned district.

4. **UPDATE SCHOOL DETAILS:** After log in, the school has to update the details of the School in the **My School** page, before proceeding for registration. All Schools are requested to check their respective Schools details and update accordingly.

UDISE CODE - All Schools must update their UDISE code correctly in the My School page.

In the My School page, Centre Schools will be able to view their Centre Bank account details also. Centre Schools must check their bank account details carefully and if any discrepancy found then the School has to email to **deputysecretary.seba@gmail.com**.

After updating the School information, please go to Registration → Received Applications.

5. **ADD STUDENT:**

- a. Click on “**New Application**” to add students one by one.
- b. A “**Verify APAAR**” popup will appear. Enter the **APAAR ID** and other required details exactly as per the APAAR records to proceed.
- c. If the student’s APAAR ID is not available or APAAR ID could not be verified, school may select “**Continue without APAAR verification.**”
- d. After completing APAAR verification, the **Student Details** page will open.
- e. Fill in all required student information carefully and upload the necessary documents.

6. **PAYMENT:** After adding all the students make necessary payments.

Payment can be made through SBI online mode or SBI Challan. For SBI Challan school has to deposit the Challan along with necessary money in the nearest SBI bank branch.

7. **FORM NO. 50:** Form 50 will be generated after successful payment in the Registration Payments section. The Head of the Institution will check the Form No. 50 thoroughly and verify the information furnished by each student comparing with the School Admission Register and other related documents.

8. **CHECKLIST CORRECTION:** Checklist correction option will be available after successful payment. School will verify details of each student by clicking on the **School Checklist option and edit the details if required.**

9. **SUBMISSION OF FORM 50 IN CENTRE SCHOOL:** After checklist correction School will re-download the corrected Form 50 and submit the same in the Centre School with all necessary signatures of the students, parents and head of the Institutions.

10. **SUBMISSION OF FORM 50 IN THE IS OFFICE:** Centre School will collect all the Form 50 of the feeder schools and submit the same in the IS office.

IMPORTANT DATES

1. Online Registration: **1st April 2026 to 15th May 2026.**
2. Payment dates: **till 25th May 2026.**
3. Last date of generating the Form 50: **30th May 2026.**
4. Last date of submission of Form 50, by feeder schools to the Center In-Charge is **10th June 2026.**
5. Last date of submission of the Form 50, by the Center-In-Charge at the Office of Inspector of Schools is **20th June 2026.**

IMPORTANT INSTRUCTIONS FOR FILLING-UP THE ONLINE REGISTRATION FORM:

- a) Enter **Student's Name/Father's Name/Mother's Name** correctly as per APAAR ID.
- b) The age of the student should be minimum **13 years as on 1st APRIL 2026.**
- c) **Date of birth should be as per the Birth Certificate only.**
- d) Student has to submit photocopy of the birth certificate or M.E. school certificate where the date of birth of the student is mentioned, for uploading in the registration portal.

Enclosed:

1. Data Capture Sheet


Secretary,
Assam State School Education Board, Div - I
Guwahati-21

Memo No. ASSEB/D-I/JS/REG/2026/06/01-A

Date: 31st March, 2026

Copy to:

1. The Inspector of Schools (all) for information and necessary action.
2. The Controller of Examinations, ASSEB, Div-I for his information.
3. The Dy. Controller of Examinations, ASSEB, Div-I for his information.
4. The Member Secretary (all), Regional Office of ASSEB, Div-I for information and necessary action.
5. The EDP (all) Regional Office of ASSEB, Div-I, for information and necessary action.
6. The Secretary (all), District Academic Council for information and necessary action.
7. Guard file.


Secretary,
Assam State School Education Board, Div - I
Guwahati-21

INDIVIDUAL DATA CAPTURE SHEET FOR STUDENTS FOR ONLINE CLASS IX REGISTRATION - 2026 ANNEXURE - 1

NAME OF THE SCHOOL & CODE:

1.	Name of the Student:			
2.	Father's Name:			
3.	Mother's Name:			
4.	Guardian's Name:			
5.	Name of the school attended last:			
6.	Elementary Education ID: (if any) <small>To be collected from CRC</small>			
7.	Student's or Parent's Aadhaar No: <small>(Mandatory)</small>			
8.	APAAR ID (Automated Permanent Academic Account Registry)			
9.	PEN (Permanent Education Number)			
10.	Siksha Setu Student ID			
11.	Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others	12. Religion:	<input type="checkbox"/> HINDU <input type="checkbox"/> ISLAM <input type="checkbox"/> BUDDHIST <input type="checkbox"/> CHRISTIAN <input type="checkbox"/> SIKH <input type="checkbox"/> JAIN <input type="checkbox"/> OTHERS
13.	Caste:	<input type="checkbox"/> GENERAL <input type="checkbox"/> SC <input type="checkbox"/> ST (P) <input type="checkbox"/> ST (H) <input type="checkbox"/> OBC (TEA GARDEN) <input type="checkbox"/> OBC <input type="checkbox"/> MOBC		
14.	Physically Challenged:	<input type="checkbox"/> Yes <input type="checkbox"/> No	15. Date of Birth:	
16.	(If physically challenged) Type of Impairment:	<input type="checkbox"/> VISUALLY IMPAIRED <input type="checkbox"/> HEARING & SPEECH IMPAIRED <input type="checkbox"/> CEREBRAL PALSY & MENTALLY IMPAIRED <input type="checkbox"/> LOCOMOTOR IMPAIRED		
17.	Student's/ Parent's Mobile No:		18. E mail ID (if any):	
Present Address				
19.	Address line 1			
20.	Address line 2			
21.	Village/City:		22. State/ UT:	
23.	District:		24. Pin:	
Permanent Address <input type="checkbox"/> (tick the check box if permanent address is same with the present address)				
25.	Address line 1			
26.	Address line 2			
27.	Village/City:		28. State/ UT:	
29.	District:		30. Pin:	
31.	Medium of Instruction:	<input type="checkbox"/> English <input type="checkbox"/> Assamese <input type="checkbox"/> Bodo <input type="checkbox"/> Hindi <input type="checkbox"/> Bengali <input type="checkbox"/> Manipuri		
32.	MIL Subject:		33. MIL Group	
34.	Elective Subject:			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Paste a recent passport size colour photograph in white background of size 3cm X4cm </div>		<div style="border: 1px solid black; width: 300px; height: 60px; margin: 0 auto;"></div> Signature of the Student (within the box in black ink)		

* NOTE: STUDENT HAS TO SUBMIT PHOTOCOPY OF THE BIRTH CERTIFICATE OR M.E. SCHOOL CERTIFICATE WHERE THE DATE OF BIRTH OF THE STUDENT IS MENTIONED, FOR UPLOADING IN THE REGISTRATION PORTAL.

I do hereby declare that the information provided above is true and correct.

Signature of the Parent/Guardian