

Request Form for new UDISE code (Form A02)
(To be filled by School and verified by Block and District level MIS and officers)

BASIC DETAILS

School Initialisation Academic Year: _____

UDISE District: _____

UDISE Block: _____

School Name: _____

Category: _____ (Refer Annexure-I) School Status: Operational / Sanctioned but Not Operational

Lowest & Highest Class: _____ to _____ Pre-Primary Classes: YES / NO No. of Pre-Pry Classes: _____

Academic Streams: Arts Science Commerce Vocational Others

School Type: Boys / Girls / Co-education

Classification: Formal School / Special School for CWSN

School Management: (Refer Annexure-I)

Sub-Management (if applicable): (Refer 1.14 in UDISE+ DCF)

Affiliation Board & Number (Secondary): _____

Affiliation Board & Number (Higher Secondary): _____

Recognition Status: Permanent Recognition / Temporary Recognition or Opening Permission

Recognition Year: _____ Recognition No. _____ Establishment Year: _____

Minority Managed School: YES / NO

Does the School take admission under Section 12 of RTE Act? : YES / NO

MEDIUM(S) OF INSTRUCTION

Medium 1: _____ Medium 2: _____ Medium 3: _____ Medium 4: _____

LOCATION DETAILS

Location Type: RURAL /URBAN

For Rural location:

For Urban location:

Revenue/CD Block (as per LGD): _____

Revenue Block (as per LGD) (*optional*): _____

Panchayat (as per LGD): _____

Urban Local Body (as per LGD): _____

Village (as per LGD): _____

Ward (as per LGD): _____

School Address: _____ Pin code: _____

Latitude: _____

Longitude: _____

Cluster: _____

Assembly: _____

HEAD OF THE SCHOOL DETAILS

HoS Type: _____ (Refer Annexure-I)

HoS Name: _____

HoS Mobile number: _____

School Contact / Mobile number: _____

Remarks (if any): _____

Details of District level officer

Details of Block level officer

Details of School HoS/Principal

Signature:

Signature:

Signature:

Name:

Name:

Name:

Designation:

Designation:

Designation:

Seal:

Seal:

Seal:

Guidelines to be followed for New School Creation

Annexure-I

1. Kindly do not initiate new school request for the schools already in the UDISE+ database.
2. Kindly do not initiate new school request for the schools for which a request is already generated.
3. Form A02 must have District and Block level officer's (or their equivalent) name and designation, and be properly signed and sealed. If any of this is illegible, the request must be rejected by State Level.
4. In case any detail is found to be incorrect after the request is generated by the District MIS, the request should be rejected (by Self/State MIS) before applying again.
5. **Admission under Section 12 of the RTE Act** (DCF Q. 1.29): Applicable only for school under Private Unaided Management.

Required Documents for New School Creation

Filled Request Form for new UDISE code (Form A02) with the name, designation, signature and seal of the District level officer and Block level officer (or their equivalents) is mandatory along with documents as per the following matrix.

Sl. No.	School Broad Category	Government Schools	Non Govt. Schools	School Category LEVEL(CLASS)
1	Primary	Govt. Notification/Order	Recognition Certificate	1-PRY(1-5)
2	Upper Primary	Govt. Notification/Order	Recognition Certificate	2-PRY-UPR(1-8), 4-UPR(6-8)
3	Secondary	Govt. Notification/Order <i>and</i> Affiliation certificate	Recognition Certificate <i>and</i> Affiliation Certificate	6-PRY-UPR-SEC(1-10), 7-UPR-SEC(6-10), 8-SEC(9-10)
4	Higher Secondary	Govt. Notification/Order <i>and</i> Affiliation certificate	Recognition Certificate <i>and</i> Affiliation Certificate	3-PRY-UPR-SEC-HSEC(1-12), 5-UPR-SEC-HSEC(6-12), 10-SEC-HSEC(9-12), 11-HSEC(11-12)
5	Pre-Primary Only	Govt. Notification/Order	Recognition Certificate	12-PRE

School Management Master: 1-Department of Education, 2-Tribal Welfare Department, 3-Local body, 4-Government Aided, 5-Private Unaided (Recognized), 6-Other State Govt. Managed, 7-Partially Govt. Aided, 89-Minority Affairs Department, 90-Social Welfare Department, 91-Ministry of Labour, 92-Kendriya Vidyalaya Sangathan, 93-Navodaya Vidyalaya Samiti, 94-Sainik School, 95-Railway School, 96-Central Tibetan School, 97-Madrasa Private Unaided (Recognized), 98-Madarsa unrecognized, 99-Madrasa Aided (Recognized), 101-Other Central Govt./PSU Schools, 102-Veda Schools/Gurukuls/Pathashalas (Aided/Unaided)

Head of the School Type: 1-Head Master/Principal, 2-Asst. Head Master/Vice Principal, 3-Acting Head Teacher, 4-In-Charge from Other School, 5-In-Charge from Block/District, 6-Others