

10. Mother Tongue : _____

11. Identification Marks : 1. _____
2. _____

12. Details of the previous school(s) attended

Name of the previous School(s) & Address(es)	Year/s of study	Class studied	Medium of instruction	Marks/ Grade	SSC / CBSE/ ICSE / IGCSE Any Other

13. Special Talents, if any, in any field

Child	
Father	
Mother	

14. Siblings (own brother / sister) studying in this school :

Admn. No.	Name	Class & Section

15. HEALTH DETAILS

a) Height _____ Cms. Weight _____ Kgs. Blood Group _____

b) Spectacles : Yes No If yes : Left Eye _____ Right Eye _____

c) Physical / Mental Disabilities/ Allergies if any : _____

d) Family Doctor's Name & Contact No. : _____

16. Any learning difficulties / Disabilities : _____

E.g. : Dyslexia / ADHD / PWD, etc
(attach relevant document)

17. STREAMS

ELECTIVES	COMMERCE
	English
E1	Economics
E2	Accountancy
E3	Business studies
E4 Optionals (Any one)	Mathematics/Computer Science/Physical Education/Entrepreneurship/Legal Studies (Subject to minimum number of students)

18. FAMILY DETAILS

DESCRIPTION	FATHER	MOTHER
Name (as per Municipal record)		
Age (as on date)		
Nationality		
Qualification		
Name of the office		
Designation		
Address of the office		
Annual Income	Rs.	Rs.
Transferable Job	Yes / No	Yes / No
Aadhar Card Number		
E-mail Address		
Residence Phone No.		
Office Phone No.		
SMS to be sent to Mobile No. :		

- Any change in address & phone numbers should be intimated to the School immediately.
- In case of single parent, all legal documents including custody of the child have to be submitted.
- In case of guardian, necessary authorisation papers signed by biological parents have to be submitted.

21. Rules and Regulations

- Parents are requested to send their wards to school in **neat uniform with ID card daily**.
- Parents are required to check the student Diary / Almanac daily, after return of student from school and follow all instructions including homework issued.
- **Communication by the school or the parent is through SMS facility / Parent portal App / Email / Website / WhatsApp.**
- Do not send the child to school if sick.
- If a student is injured in **school, basic first aid is provided in case of minor injury. If the situation requires hospitalization, the student will be shifted to hospital and parents informed. There after it shall be the responsibility of the parent.**
- **Delivery of Lunch boxes through any source are not accepted** during the school hours.
- Parents are required to pay the fees well in time, to **avoid fines and removal from rolls.**
- **Late fee / Re-Admission fee will be** charged depending on the delay of payment of fees.
- Parents are requested **not to contact the teachers in person for any purpose during or after school hours and follow the stipulated communication process.**
- Request forms are available for appointment with teacher / staff, based on which meeting will be arranged.
- Parents are **not permitted to enter the campus/class room without prior appointment/permission.**
- School **will not entertain resolving of issues through E-mail messages / Phone messages.** However, proper prior appointment of the Principal / Heads shall be taken over phone / e-mail to meet personally and discuss / represent issues/grievances in writing, for addressing them by the management, allowing reasonable time for verification of facts.
- Parents **shall not use abusive / threatening language** with the staff.
- Parents / Students **shall not post any obscene / objectionable matter about teachers / school / students in social media.**
- Parents **shall not post on WhatsApp groups any derogatory comments** on the school without ascertaining the facts from the school.
- Parents should **first try to resolve the issues / grievances with the school** on individual basis.
- Students should not bring **Cell Phones/Camera/I Pad, etc.,** into school campus.
- **Damaging school property such as I boards, computers etc.,** by the students **will lead to recovery of the damage cost and/or suspension/dismissal from school.**
- Admissions are given to **two children only** per family as per the school's rules and criteria.
- In case of **lateral admissions**, the fees of the child will be high compared to the other existing students in the same class due to additional facilities added from time to time.
- Parents are provided ample opportunity to represent their grievances through the school website / emails or by approaching the school for appointment. Parents putting **undue / unnecessary pressure on the school through Political / Bureaucratic / Media Channels, for any of their demands or to threaten the staff, will attract appropriate disciplinary action including dismissal of the student.**
- Parents **should not board the School bus or obstruct its movement or enter into argument** with the staff or children for any reason.
- Parents/Students **shall not give tips or gifts** to bus drivers/staff for seeking undue favours of changing routes/stopping at unauthorized points, etc.,
- Parents of **own transport students of Classes LKG and UKG are requested to pick-up their child after School by 12.20 P.M. School shall not be responsible for safety of the children beyond 12.30 P.M (Subject to change).**
- Parents of **own transport students of Classes I to XII are requested to pick-up their child after School by 02.20 P.M. School shall not be responsible for safety of the children beyond 02.30 P.M. (Subject to change).**

- Note:**
1. Incomplete application form will not be considered for admission.
 2. Admission is subject to suitability and medical fitness of the child.
 3. A maximum fee increase of upto 10% per annum may be levied every year, over the existing fees.

22. Declaration by Parent / Guardian

We understand fully that the school, on accepting this application fee and registration charges, is not in any way bound to provide an admission to our child. We agree to abide by the school rules and regulations concerning registration & admissions, school fees, fees revision, general rules of the school and all instructions given from time to time, including withdrawal or dismissal of the student.

We state that all the information given by us in this application form is true to the best of our knowledge and in case the information provided herein is found to be false/incorrect at any stage of time, my ward's admission can be cancelled.

We also undertake that we will follow the school rules as per the School's Almanac.

Custodian of the child :

<input type="checkbox"/> Parents <i>Note : Both the parents have to sign compulsorily</i>	<input type="checkbox"/> Guardian (if Applicable)
_____	_____
Signature of Father	Signature of Guardian

Signature of Mother	

Date : _____

Documents to be enclosed (Xerox copies)

1)	Date of Birth Certificate (Panchayat / Municipal Corporation)		7)	Certificate of caste (SC/BC/ST)	
2)	Transfer Certificate (Original)		8)	Physically Challenged	
3)	Bonafide Certificate (Original)		9)	Aadhar Card of Child	
4)	Previous School Report Card		10)	Blood group report of the child	
5)	Residential Address Proof (Present Stay)		11)	Guardian Certificate and Aadhar Card of Guardian	
6)	Aadhar Card of Father / Mother		12)	Other certificates, if any	

SCHOOL TRANSPORT FACILITY

REQUIRED

NOT REQUIRED

General Area / Locality	Distance from School _____ Kms	To filled in by the parents, if opting for school bus, as per chart provided on request		
		Route No.	Boarding point	Alighting point

- Note :** 1) Providing transport facility is not mandatory on part of the school.
2) Transport facility may be discontinued at any time due to disciplinary issues, shift of residence or if the route is withdrawn.

OFFICE USE

Fees Receipt No. & Date: _____

Admn No.	MCB Entry Done by	Admn. Register Entry	Admin Official Sign & Date	Principal Sign & Date	ID Card
		Yes / No			Yes / No

Reference

Name of the reference : _____
 Designation : _____
 Department : _____
 Phone Number : _____

Sibling

Sibling Details : _____
 Admission Number : _____
 Class & Section : _____
 Remarks if any : _____

Resource

Resource person : Father / Mother / Guradian / Referer

Area of resource : _____

Contact Number : _____ Remarks if any: _____



Check List for Registration

NAME OF THE STUDENT : _____ CLASS: _____

APPLICATION NUMBER: _____ REGISTRATION NUMBER _____

PHOTO COPIES ENCLOSED

1)	Date of Birth Certificate	
2)	Previous school report card	
3)	Sibling ID card	
4)	Bonafide Certificate of Pre Primary School	
5)	Certificate of caste (SC/BC/ST)	
6)	Residential Address Proof (Present Stay / Temporary)	
7)	Transfer Certificate (Original)	
8)	Aadhar Card of Father/Mother/Guardian	
9)	Blood group report of the child.	
10)	Aadhar Card of Child (Optional)	
11)	Guardian Certificate, if any	
12)	Other certificates, if any	

1. Original birth certificate : to be submitted for verification and return.

2. Sibling case (own brothers and sisters) : Xerox copy of sibling's school ID card has to be enclosed.

3. Compulsory submission of Documents : 1 to 7 at the time of registration
8 to 12 at the time of admission finalization

Note:

- **Incomplete application forms will be not be considered for admission.**
- **Both the Parents along with the child should attend the Physical interaction.**

SIGNATURE OF THE PARENT

ACKNOWLEDGEMENT

Application No : Reg. No Class

Name of the student : _____

Date of submission
of Application form : _____

Date of Interaction : It will be intimated through SMS/Phone

SIGNATURE OF THE ISSUING OFFICIAL