



Registration & Admission Form

(To be filled by the Parent/Guardian of the Child)

Please affix a recent
Photograph
of the child.
Size - 2.5cm x 3.5cm

Sr.No.ADM/16-17/_____

Miss/ Master	First Name:	Middle Name:	Last Name:
Date of Birth: DD__/MM__/_YY__	Date of Birth in Words:	Nationality:	Blood Group:
Eligible for	Seedling <input type="checkbox"/> Sapling <input type="checkbox"/> Kindergarten <input type="checkbox"/> CL-I <input type="checkbox"/> CL-II <input type="checkbox"/> CL-III <input type="checkbox"/> CL-IV <input type="checkbox"/> CL-V <input type="checkbox"/> CL-VI <input type="checkbox"/> CL-VII <input type="checkbox"/>		
Present Address: (Residence)		Permanent Address (Residence)	
City:	State:	PIN Code:	Phone: Residence/Office
Languages spoken at Home: Hindi <input type="checkbox"/> Punjabi <input type="checkbox"/> English <input type="checkbox"/> (Tick the appropriate)		Mother Tongue: Hindi <input type="checkbox"/> Punjabi <input type="checkbox"/> English <input type="checkbox"/>	
Name & Address of previous school attended:			
Any special learning needs (please state in details. This information shall assist us in helping your child):			

FAMILY INFORMATION:

Mother's Name:		Qualification:		Please affix a recent photograph Size - 2.5cm x 3.5cm
Occupation:		Designation:		
Name & Address of Organisation / Employer				
Pincode _____				
Telephone No:	Mobile No.	E-mail:		
Father's Name:		Qualification:		Please affix a recent photograph Size - 2.5cm x 3.5cm
Occupation:		Designation:		
Name & Address of Organisation / Employer				
Pincode _____				
Telephone No:	Mobile No.	E-mail:		
Guardian's Name(If Applicable):		Qualification:		Please affix a recent photograph Size - 2.5cm x 3.5cm
Occupation:		Designation:		
Name & Address of Organisation / Employer				
Pincode _____				
Telephone No:	Mobile No.	E-mail:		

ACADEMIC INFORMATION

My Son / Daughter is currently enrolled at _____ Class _____

Medium of instructions in the current school _____

Is the School recognized or not _____

Examination body to which the school was Affiliated State Board CBSE ICSE Others

Result of the last examination. Passed Failed

Grade/Percentage of marks secured _____ %

Details of Transfer Certificate (if any) _____

Category: General Schedule Caste Schedule Tribe OBC

Hobbies /Interests : (e.g. Music /Dance /Art/Travel/Photography/Gardening etc.) _____

PREFERRED MODE OF COMMUNICATION

	Telephone	SMS	E - mail	By Post
Mother	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guardian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergency /Alternate Contact No _____ Transport

TERMS & CONDITIONS

1. Fees once paid is neither refundable nor transferable under any circumstances. The management reserves the right to suitably amend the school fees, rules and regulations from time to time. This decision shall be binding on all.

3. A minimum of 85% attendance is a must for students at all levels.

4. Prior intimation and approval is mandatory for any leave of absence for a student except for medical reasons. Absence on medical grounds for more than three days has to be followed by a medical certificate issued by a registered medical practitioner.

5. In case a student remains absent without intimation and approval for more than 08 days, his/her name shall be struck-off the roll of the school and will have to seek re-admission

PARENT & GUARDIAN DECLARATION**UNDER TAKING & DECLARATION**

I, Mr./Mrs. _____ Father/Mother/Guardian of Master/Miss _____
 resident of (Address) _____

Here by give my undertaking and declaration as under, that:

1. Admission form of my ward has been completed truthfully and to the best of my knowledge and belief with my consent.
2. The date of birth given as above is correct to the best of my knowledge and belief and it accords with the municipal record/hospital record/attested affidavit (attached).
3. I grant permission to my ward to participate in out of school visits/ activities which are part of the school curriculum. In case of any untoward incident/ injury to my ward during such activity/excursion, I shall not hold the school responsible.
4. I further undertake the entire responsibility of the above mentioned ward to the effect that in case of any eventuality/mishap while going to or coming back from the school; the school shall not be held responsible before/after school hours.

Date: _____

Signature of Father/Mother/Guardian (if applicable): _____

CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE ADMISSION FORM. TICK MARK AS APPLICABLE.

S.No.	Particulars	YES	NO	N.A	Remarks
1.	Four sets of Photograph of child and two set each of parents with the child.				
2.	One certified true copy of birth certificate				
3.	Certified true copy of report card of previous school (if applicable).				
4.	Certified copy of passport of the child and one of each parent (in case of Foreign National/ NRI)				
5.	Certified true copy of transfer certificate from previous school. (If, applicable)				
6.	*Proof of Residence				*(Voter's Card/AdharCard/RationCard)

Executive Admissions

FOR OFFICE USE

Date of Submission of form _____

Fees Receipt No _____

Admission for level _____ Section _____

Date of Fees Receipt _____

Admission No. _____ House _____

_____ Executive Accounts

Chief Administrator

Principal

ADMIT