



S M PUBLIC SCHOOL

An English Medium Co-Educational Senior Secondary School

Near Darbari Village, Barmer Road, Jaisalmer-345001

9521713972, 8233554227 @ smpsjaisalmer@gmail.com www.smpsajaisalmer.in

Affix recent
passport
size coloured
photograph with
a light
background

Registration No. SMPS / /

Registration Form

I request that my son/daughter (whose details are mentioned underneath) be registered for admission as a Student in your school for the session 20__ - 20__

Section 1: Child's Personal Details

Name (In Block Capitals)													
Class to which admission is sought							Gender (Please put ✓)	<input type="checkbox"/> Male <input type="checkbox"/> Female					
Date of Birth	In figures (dd/mm/yyyy)						Age as on 1 st April 20.....						
							Years	Months		Days			
Nationality							Aadhaar Card No.						
Religion							Student's Permanent Education No.						
Mother Tongue													
Category : SC / ST / OBC / General							Blood Group						

Section 2 : Parents' Details

Father / Guardian's Name (only in case of Guardian appointed by the court)							Affix recent passport size coloured photograph with a light background					
Educational Qualifications												
Profession												
Designation												
Name and Address of the Organization where working							Signature of Father / Guardian					
Annual Income (Rs)												
Telephone (with STD code)	Office	Residence				Mobile No.						
Email ID												
Mother's Name												
Educational Qualifications	Affix recent passport size coloured photograph with a light background											
Profession												
Designation												
Name and Address of the Organization where working												
	Signature of Mother											

Annual Income (Rs)			
Telephone (with STD code)	Office	Residence	Mobile No.
Email ID			
Address for Correspondence		Permanent Address	
Child with Special Needs (Please put a ✓)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Single Child (Please put a ✓)	<input type="checkbox"/> <input type="checkbox"/> N/A

Section 3 : Details of Brothers / Sisters

Name	Age	Institution in which Studying	Grade	Please put a ✓ if he/she is seeking admission in our school
				<input type="checkbox"/> Yes / <input type="checkbox"/> No
				<input type="checkbox"/> Yes / <input type="checkbox"/> No
				<input type="checkbox"/> Yes / <input type="checkbox"/> No
				<input type="checkbox"/> Yes / <input type="checkbox"/> No

Section 4 :Emergency Contact Details

Name	
Relationship with child	
Residential Address	
Telephone (with STD code)	
Mobile No.	
Email ID	

Section 5: Academic Details

Previous school attended, if any	<input type="checkbox"/> Yes / <input type="checkbox"/> No		
Class in which presently studying		Medium of instruction	
Date & Year when promoted to this class			
Reason for leaving			

Name & Address of the Present School	
Name of the Head of the School	
School UDISE Code	
Student's PEN No. (Permanent Education No.)	
Contact No. of the School	
Email ID of the School	

Section 6: Personality

Please provide details of any special aspect of your child's personality / Any special achievement			
Whether school transport is required	<input type="checkbox"/> Yes / <input type="checkbox"/> No		

DECLARATION

- (i) I confirm that the information provided by me in the Registration Form is correct to the best of my knowledge and belief.
- (ii) I have understood and agree to abide by all school rules including school discipline, inter- school/ city transfers and tuition fee payment and refunds. I also acknowledge that while the school does its best to ensure the safety of each child's life, health and property, the school cannot be held responsible for any damage to these.
- (iii) The age entered above is correct and no request for any change will be made.

Signature of Parent /Guardian

Name :

Signatory's Relation with the Child

Date :

IMPORTANT INSTRUCTIONS

1. Prospectus along with the Registration Form can be obtained from the School Office on all working days either on Cash Payment of Rs 500/- or by post by sending Demand Draft of Rs. 550/- in favour of S M Public School drawn on ICICI Bank payable at Jaisalmer.
2. Duly completed Registration Form along with the Registration Fee of Rs. 500/- in the form of Demand Draft is to be submitted in the Admission Office or sent by Speed Post to S M Public School, NH-68, Opp BSF, SHQ (S), Near Darbari Village, Barmer Road, Jaisalmer 345001 (Raj)
3. The Demand Draft should be in favour of S M Public School drawn on ICICI Bank payable at Jaisalmer, A/c name S M Public School, A/c no. 682105604965, IFSC Code ICIC0006821 The same may also be transferred through NEFT.
4. Even if the registration form is self-downloaded, a registration fee of Rs. 500 along with registration form cost of Rs. 500 will be charged.
5. At the time of the Aptitude Assessment the child must be studying in one class lower than the one he is seeking admission into.
6. The applicant should meet the following age criteria :

Admission Class	AGE CRITERIA
Nursery	3 to 3.5 years old as on 1st April of the new academic year
LKG	3.5 to 4.5 years old as on 1st April of the new academic year
UKG	4.5 to 5.5 years old as on 1st April of the new academic year
Class I	5.5 to 6.5 years old as on 1st April of the new academic year
Class II	6.5 to 7.5 years old as on 1st April of the new academic year
Class III	7.5 to 8.5 years old as on 1st April of the new academic year
Class IV	8.5 to 9.5 years old as on 1st April of the new academic year
Class V	9.5 to 10.5 years old as on 1st April of the new academic year
Class VI	10.5 to 11.5 years old as on 1st April of the new academic year
Class VII	11.5 to 12.5 years old as on 1st April of the new academic year
Class VIII	12.5 to 13.5 years old as on 1st April of the new academic year
Class IX	13.5 to 14.5 years old as on 1st April of the new academic year
Class X	14.5 to 15.5 years old as on 1st April of the new academic year
Class XI	15.5 to 16.5 years old as on 1st April of the new academic year

7. The child may not be allowed to take the Aptitude Assessment if he does not meet the above mentioned age criteria.
8. All correspondence will be made only on the address mentioned in the Registration Form.
9. The Aptitude Assessment is specifically designed to explore the academic inclination and potential in English, Hindi and Mathematics, within the purview of the syllabi defined for the specific class in which he is currently studying.
10. The following documents are to be submitted with the registration form
 - (i) Registration Fee
 - (ii) Original Birth Certificate of the student along with a photocopy of the same. The original certificate will be

returned after due verification. The birth certificate should be issued by the Municipal Corporation or any other competent authority. No request for change of Date of Birth shall be entertained under any circumstances by the school

- (iii) Photocopy of the Aadhaar Card
- (iv) Photocopy of the Mark Sheet of the last Exam taken. (if applicable)
- (v) One recent passport size coloured photograph of the child with a light background

11. The following documents are to be submitted at the time of admission

- (i) Original Transfer Certificate (for Class I and above) counter signed by the District Education Officer of the State, along with PEN (Permanent Education Number)

Note : 1. If the Transfer Certificate, in original and PEN (Permanent Education Number) are not submitted either on the date of joining or within 30 days of the date of joining, the student's admission will be cancelled and his name will be removed from the school's roll.

2. Details like Candidate's name, Father's name, Mother's name and Date of Birth furnished in the registration form must match exactly with the details given in the Transfer Certificate.

- (ii) Photocopy of the Birth Certificate
- (iii) Photocopy of the Mark Sheet of the last promotion examination taken in the previous school indicating promotion to the next class along with Character Certificate.
- (iv) Photocopy of the Aadhaar Card of Father, Mother and the Candidate.
- (v) Three recent passport size coloured photographs of the child with a light background
- (vi) If the child belongs to any of the SC/ST/OBC categories, attach the attested copy of the certificate issued by the competent authority.
- (vii) Proof of Brother and / or Sister seeking admission in school.
- (viii) Certificate in case of child with special needs (if applicable)
- (ix) Duly filled Medical Form (provided by school)
- (x) Undertakings on the prescribed format

12. For any further clarification regarding admission, kindly contact the Admission Office during office hours. S M Public School, NH 68, Opp BSF, SHQ (S), Near Darbari Village, Barmer Road, Jaisalmer.

UNDERTAKING

1. I have gone through the instructions attached with the Registration Form carefully and understand them completely.
2. I fully agree that the acceptance of the Registration Form and the Registration Fee by the school is by no means an obligation of the school to provide admission to my child.
3. I also accept that the Registration Fee deposited by me is non-refundable and non-transferable in all situations, circumstances and outcomes.
4. I also agree that if I am unable to submit my ward's Original Transfer Certificate (for Class I and above), Photocopy of Mark Sheet of the last promotion examination along with Student PEN (Permanent Education Number) either on the date of joining or within 30 days of the joining date until unless the student's admission will be cancelled and his/her name will be removed from the school's admission enrollment.
5. I also agree that my child will be permitted to take the Aptitude Assessment for admission in the class for which I have applied only if he meets the age criteria laid down by the school which is clearly mentioned in the instructions attached with the Registration Form.
6. I also agree to abide by all the rules and regulations for admission as in force from time to time.
7. I also agree that the admission rights rest exclusively with the school management and my child can be granted or rejected admission by the school management at any time without assigning any reason. The decision shall be acceptable to me and there shall be no dispute on it whatsoever.

Signature of Father / Legal Guardian

Name :

Date :

Signature of Mother

Name :

Date :

FOR OFFICE USE ONLY**The following documents are to be submitted at the time of Registration**

S.N.	List of Documents	Tick (✓) if received
1	Duly completed Registration Form	
2	Registration Fee	
3	Original Birth Certificate of the student along with a photocopy of the same. The original certificate will be returned after due verification. The birth certificate should be issued by the Municipal Corporation or any other competent authority.	
4	Photocopy of the Aadhaar Card	
5	Student's Permanent Education No.	
6	Photocopy of the Mark Sheet of the last Exam taken. (if applicable)	
7	Three recent passport size coloured photograph of the child with a light background	

Form Checked by : _____**Signature :** _____**Date :** __________
Signature of Admission Counselor**To be filled at the time of Registration**

Registration Fee :

Registration Fee received on :

Vide Receipt No. : SMPS / /

Registration No. :

Registered for Class :

For the Academic Year :

Signature of the Accountant / Bursar**The following documents are to be submitted at the time of Admission**

S.N.	List of Documents	Tick (✓) if received
1	Original Transfer Certificate (for Class I and above) counter signed by the District Education Officer of the State <i>Note : 1. If the Transfer Certificate, in original, along with Permanent Education Number are not submitted either on the date of joining or within 30 days of the date of joining, the student's admission will be cancelled and his name will be removed from the school's roll.</i> <i>2. Details like Candidate's name, Father's name, Mother's name and Date of Birth furnished in the registration form must match exactly with the details given in the Transfer Certificate.</i>	
2	Verified Photocopy of the student PEN (Student's Permanent Education Number)	
3	Photocopy of the Mark Sheet of the last promotion examination taken in the previous school indicating promotion to the next class along with Character Certificate.	
4	Photocopy of the Aadhar Card of Father/Guardian, Mother and the Candidate.	

5	Three recent passport size coloured photographs of the child with a light background	
6	If the child belongs to any of the SC/ST/OBC categories, attach the attested copy of the certificate issued by the competent authority	
7	Proof of Brother and / or Sister seeking admission in school.	
8	Certificate in case of child with special needs (if applicable)	
9	Duly filled Medical Form (provided by school)	
10	Undertakings on the prescribed format	
11	Indemnity Bond on non-judicial stamp paper as per the draft given by the school	

Form Checked by : _____

Signature : _____

Date : _____

Signature of Admission Counselor

To be filled at the time of Admission

Fee received :
(As per the details given in the Fee Structure)

Vide Receipt No. :

Admitted to Class :

Scholar No. Allotted :

House Allotted :

Date of Admission :

Counter checked the form and amount details found to be in order. No anomalies to report.

Signature of the Accountant

Date : _____

Signature of the Admission Councillor

Date : _____

ADMISSION ACCEPTED / REJECTED

Signature of the Vice Principal

Date : _____

Signature of the Principal

Date : _____