ONLINE ADMISSION INSTRUCTION

1. Generate security code to login. (**NOTE:** security code will be sent only on email address.)
2. Once you login, click on New Admission and select the desired Grade. (In case of twins, fill two different application forms from the same login.)
3. Fill in the details required on the Enquiry Form.
4. Fill up the Admission Form carefully. Upload all required documents.
5. Submit the form.
6. **Admission Application Form Fee of Rs. 1000 (Non Refundable) is payable for each application of any grade (This does not guarantee admission).**
7. Submission of hard copy of admission forms is mandatory for the further process.
8. Admission confirmation is subject to submission of the necessary authentic documents and the payment of the fees by Demand Draft Or Online payment
9. If the documents are not authentic and do not fulfill the eligibility criteria, the school will have the right to cancel the admission.
10. Fees paid for the first term at the time of admission will not be refunded except the Caution Money Deposit in the event of cancelling the admission after the commencement of Academic year.

NOTE : **Before filling the admission form, download medical history sheet & Parent consent form. Get the medical history sheet, signed & stamped by a registered MBBS doctor. You need to upload both the documents while filling the form.**

ADMISSION FORM - INSTRUCTIONS

List of Supporting Documents:
Please bring the following self-attested documents along with the original documents when you come for admission.

1. Two latest colour photographs of the child properly affixed on the place provided on the printout of the Admission Form.
2. True Copy of the Birth Certificate. In case of certificates in languages other than English, please submit a notarized copy of the certificate translated in English.
3. True copy of Residence proof (any one) of the following:
   Residence proof should strictly be in the name of the father or the mother of the child seeking admission.
   a. Passport (Recent)
   b. Electricity Bill(Recent)
   c. Telephone Bill (Land Line)(Recent)
   d. Unique I.D. (Aadhar) Card
   e. Bank statement for the current month(latest 3 months)
   f. Registered Agreement Copy (Purchase or Rented) #
   g. # If a copy of rent agreement is attached as the proof of residence, then it should be accompanied by one more address proof, out of the options given above.
      Please Note - Ration Card **Will NOT** be accepted as proof of residence.
4. **The Parental Consent Form** provided in the printout of the online Admission Form has to be completely filled and signed by the parents.

5. **The undertakings** provided in the printout has to be filled and signed as directed.
6. Parents from Reserved Category, who want the caste to be entered in the school register should submit the Caste Certificate issued by the concerned Municipal authorities in the name of the student.
7. For Jain Students, certificate from Derasar and original affidavit is required.
8. Previous year's report card if applicable.Leaving certificate (Grade 2 & above). Admission from grade 5 onwards will be based on entrance exam.

ADMISSION PROCESS FOR NURSERY

- **Age Criteria: All children born on or before 30th September 2022.**
- Seats will be reserved for **Siblings (upto 2ⁿᵈ child)** of our existing students who fall in the right age group and who have completed the application process as per schedule given above.
- **Cousins Will Not** be considered as siblings.
- Following this all other seats will be filled as per **Random Selection** or Lottery System.
- Higher percentage of seats will be allotted to those students residing in close proximity to the school.
- Parents are requested **Not** to consider the seat as allotted till the Admission confirmation notification is received.

ADMISSION TO HIGHER GRADES

- Parents seeking admission to grades other than Nursery may put in their request either through letter or mail and the same will be considered against vacancies if we have any withdrawals.
- **Age critery for JR.KG:- 1st July 2020 and 31st December 2021.**
- **Age critery for SR.KG:- 1st July 2019 and 31st December 2020.**
- **Age critery for Grade I:- 1st July 2018 and 31st December 2019.**

SPECIAL NOTICE

- **The School will not entertain any correspondence, discussion, telephonic or personal inquiries regarding the admission process.**
- Any intervention or pressure in the normal admission process will lead to immediate disqualification of the application.
- Genuine queries can be directed to admissions@ppskandivali.com mail. Information received from any other source may not be reliable and the school will not be responsible for the same.
- The school regrets its inability to address parental inquiries on an individual basis. All information required is available on the website www.ppskandivali.com
- **Please note that the School Management does not accept donation of any kind whatsoever. Neither does the Management authorize any person to do so. In case any person claims to secure a seat in our school through influence or consideration please bring it to the notice of the school authorities for suitable action.**