

HOLY SPIRIT SCHOOL (CBSE)

(A Unit of Jeevadhara Society Rg. 1980)

Pipeline Road, Jeedimetla (vi), Medchal Dt - 500 067. T.G.

Phone : 95424 68812



ENROLLMENT GUIDE



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AGE CRITERIA FOR ADMISSION

GRADE	Minimum Age
NURSERY	3 + years
PP I	4 + years
PP II	5 + years
I	6 + years
II	7 + years
III	8 + years
IV	9 + years
V	10 + years
VI	11 + years
VII	12 + years

STEP 1 - APPLICATION FOR ADMISSION

Parents can register their child for admission to Holy Spirit School using following option:

Visit the school office, fill the Registration form and submit it along with the registration fee of Rs.1000/-

Note: Registration does not guarantee Admission.

STEP 2 - INTERACTION / ASSESSMENT

Admission seekers for Nursery to PP I will have an oral interaction with the School Principal / Head of Admissions. Interaction is to find out what the student knows, understands and enjoys.

Admission seekers for PP II to VII will have an interaction and a written assessment in all subjects. Syllabus for written assessment will be based on previous class attended by the child. The performance in written assessment will not be the ground for admission or refusal.



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STEP 3 - SUBMISSION OF ADMISSION DOCUMENTS

Post the registration process, parents can collect the admission docket **(it comprises of Admission Form, Local Guardian Authorization Form and Fee Structure applicable)** from school office. The duly filled forms with necessary documents as detailed below and the admission form has to be submitted to the school with in the stipulated time.

Documents to be submitted

- i. 3 Passport Size Photographs of Student.
- ii. Birth Certificate & Bonafide Certificate.
- iii. Original School Transfer Certificate of the student (Applicable for Grade I onwards).
- iv. Copy of Report Card of previous class.
- v. Copy of Residence Proof of either Parent (Rent agreement, Voter ID, Electricity bill)
- vi. Aadhar Card copy of student & parents.
- vii. 3 Passport Size Photographs of Father and Mother and Post card size family photo (Student & Parents).

STEP 4 - COMPLETION OF ADMISSION FORMALITIES

Completion of Admission formalities will include payment of first term fee within the stipulated time. Successive admission numbers will be allotted to students on their admission and each student should retain this number throughout his/her presence in the school.



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Admission No.:

Affix Recent Passport Size
Color Photograph

Applying for Grade

Date

Name of School last attended

Place

Board

1. STUDENT'S GUIDE GENERAL PROFILE

Age as on 1st June 2023

Surname

First Name

Gender: Male ☐ Female ☐ Date of Birth

Languages known: English ☐ Hindi ☐ Telugu ☐ Others

2nd Language : Hindi ☐ Telugu ☐ 3rd Language : Hindi ☐ Telugu ☐ French ☐

Mother Tongue : Religion :

Caste Category: SC ☐ ST ☐ OBC ☐ General ☐

Aadhar Card No.: Blood Group:

2. SIBLINGS OF THE STUDENT:

Name	Gender	Age	Class	School

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FATHER'S PHOTO

Affix Recent Passport Size
Color Photograph

MOTHER'S PHOTO

Affix Recent Passport Size
Color Photograph

3. PARENT'S DETAILS

Father's Details:

Surname

Last Name

Nature of Employment : Salaried ☐ Self Employed ☐ Business ☐ Retired ☐ Others ☐

Educational Qualification: Non-Graduate ☐ Graduate ☐ Post Graduate ☐ Doctorate ☐ Others ☐

E-mail Id: Mobile:

Mother's Details:

Surname

First Name

Nature of Employment : Salaried ☐ Self Employed ☐ Business ☐ Retired ☐ Others ☐

Educational Qualification: Non-Graduate ☐ Graduate ☐ Post Graduate ☐ Doctorate ☐ Others ☐

Correspondence Address:

Pin Code

Fixed-Line Number

E-mail Id: Mobile:

Whats App No.:

4. Does the child suffer from any perennial sickness / impairment? Yes ☐ No ☐

If Yes, specify



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5. PERSONAL MARKS OF IDENTIFICATION:

A) A mole on

B) A mole on

6. DECLARATION BY PARENTS / GUARDIAN

- I/We will abide by all the rules and regulations being enforced from time to time by the School authorities.
- I/We shall pay the School Fee of my/our ward on due dates as mentioned in the prospectus, and I/We hereby understand that once the fee is deposited, I/we can not claim for any refund.
- In the event of my / our ward being admitted, I/We shall be responsible for his/her conduct and undertake to pay for his/her fee during his/her period of study in the school.
- The ward is not suffering from any contagious, constitutional or hereditary disease or infirmity. He/She does not have any physical deficiency/shortcoming which may come in the way of his/her participation in all School activities, including games / sports/swimming.
- I/We will make good any loss or damage made by my ward to any School property, during his / her stay in the School.
- I/We further declare that the statements made in the form are true to the best of my/our knowledge and belief. That the management of the school reserves the right to reject / refuse / cancel the admission of my / our child if the information provided by me is found to be incomplete or incorrect.
- I/We declare that any dispute / litigation against the school shall be filed within the jurisdiction of Hyderabad and not elsewhere and on the School Administrator, not by name.

Father's Signature:

Mother's Signature:

Date :

Date :

7. PLEASE ENCLOSE THE FOLLOWING WITH THIS FORM: (all documents are mandatory)

- | | |
|---|--------------------------|
| i. 3 Passport Size Photographs of Student. | <input type="checkbox"/> |
| ii. Original School Transfer Certificate of the student & Bonafide Certificate
(Applicable for Grade I onwards). | <input type="checkbox"/> |
| iii. Copy of Residence Proof of either Parent (Rent agreement, Voter ID, Electricity bill) | <input type="checkbox"/> |
| iv. 3 Passport Size Photographs of Father and Mother or post card size family photo. | <input type="checkbox"/> |

Please tick (✓) once enclosed



8. PARENTS' SPECIMEN SIGNATURE

Dear Parents,

The school needs to have on file proper specimen signatures of both parents (where applicable) for official purposes. As such, please find below a form for your signatures. Kindly note that it is imperative that you sign in all three boxes very carefully because the school will match your signature on any document against the signatures on this form to ensure that it is genuine. (Please keep a copy of this form for your own use in case you forget which signature you used here!!!)

Name of Student

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Class

--	--	--	--	--

[illegible]

Mother's Signature (1)

--

Mother's Signature (2)

--

Mother's Signature (3)

--

Date :

[illegible]

Father's Signature (1)

--

Father's Signature (2)

--

Father's Signature (3)

--

Signature of Principal

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Reg. No.:

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Color Photograph

Date

Applying for Grade

Name of School last attended

Place

Board

STUDENT'S GENERAL PROFILE

Age as on 1st June, 2023

Surname

Last Name

Gender: Male ☐ Female ☐ Date of Birth Place of Birth

Languages known: English ☐ Hindi ☐ Telugu ☐ Others

Caste Category: SC ☐ ST ☐ OBC ☐ General ☐ Religion

Father's Name

Qualification & Occupation

Mother's Name

Qualification & Occupation

Correspondence Address

Email Id

Mobile

How did you come to know about us? Hoarding ☐ Newspaper ☐ Online ☐ Word of Mouth ☐ Others ☐

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DOCUMENTS TO BE SUBMITTED ALONG WITH THE REGISTRATION FORM:

- i. Birth Certificate
- ii. Bonafide Certificate.
- iii. Copy of Report Card of previous class.
- iv. Aadhar Card copy of student & parents.

Date :**Parent's Signature:****Principal's Signature:**

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Admission No.:

Affix Recent Passport Size
Color Photograph

Student's Name _____

Grade _____

ID. No. _____

Residence _____

Name _____

Relationship with the student / parent _____

Office / Workplace Address _____

Residence Address _____

Office Phone : _____ Residence Phone : _____

Mobile : _____ Email : _____

UNDERTAKING BY GUARDIAN

I here by agree to be Local Guardian for Master / Miss
..... son /
daughter of Mr / Mrs
..... and agree to take
his / her responsibility in absence of the parents.

Guardian Signature _____

Name in CAPITALS _____

Date _____

UNDERTAKING BY PARENT

I here by authorize the person decribed hereunder
to be the Local Guardian for my aforesaid ward
who is studying at Holy Spirit School. I further
authorize the School to maintain communication
with said person and also contact him/her in case
of any emergency. I further authorize this person to
meet my ward in/outside the school and to also
take him/her away during the exerts.

Parent's Signature _____

Name in CAPITALS _____

Date _____

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Admission No.:



FEE PAYMENT FOR THE YEAR 20 - 20

NOTE :

First Term Fee to be paid at the time of Admission in June 20

Second Term Fee to be paid before 20th September 20

Third Term Fee to be paid before 20th January 20

IMPORTANT NOTICE:

- Books, stationery, uniforms, excursions, emergency health care and other special event expenses are not included in the above fees.
- Registration Fee & Admission Fee are non-refundable.
- In the event of non-submission of documents within a stipulated time and admission will be cancelled if the school management deems fit.
- Deposition of the fees / charged on due date is mandatory and in case of delay, late fees shall be levied.
- In case cheque is dishonoured, a fine will be levied.
- We encourage you to pay School Fee through our School's Fee Portal / Online.

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