



# SHARJAH INDIAN SCHOOL

GHUBAIBA

Tel: 06 5670560 / Tel:06 5671866

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P.O. Box – 2324, Sharjah

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## OUR VISION

Educate Enlighten Empower

Circular No. SIS/011/2023-2024

2<sup>nd</sup> May 2023

### New Admission Students

### Documents to be submitted to confirm admission

Dear Parent  
Sir/Madam

### Sub: SPEA Registration for Newly Admitted Students

*Greetings from Sharjah Indian School.....*

Your ward is most welcome to Sharjah Indian School and we are glad to have him / her with us. The students are going to have an amazing journey with us. Let's be together to make this journey the most inspiring and rewarding.

Please be informed that we have to enroll your ward in the Sharjah Private Education Authority (SPEA). The same was informed to you during the time of admission, and we have received an acknowledgement from you stating that you will be submitting the required documents to the school in time. You are hereby requested to submit the attached list of documents on the dates given below:

### Dates for submission of documents:

KG1	Wednesday, 10/05/2023 / Thursday, 11/05/2023
KG2	Monday, 15/05/2023 / Tuesday, 16/05/2023
Grade 1	Wednesday, 17/05/2023 / Thursday, 18/05/2023
Grade 2	Monday, 22/05/2023 / Tuesday, 23/05/2023
Grade 3	Wednesday, 24/05/2023 / Thursday, 25/05/2023
Grade 4	Monday, 29/05/2023 / Tuesday, 30/05/2023
Grade 5	Wednesday, 31/05/2023 / Thursday, 01/06/2023
Grade 6	Monday, 05/06/2023 / Tuesday, 06/06/2023
Grade 7 & 8	Wednesday, 07/06/2023 / Thursday, 08/06/2023
Grade 9	Monday, 12/06/2023 / Tuesday, 13/06/2023

**Timing: 7:30 a.m. to 2:00 p.m. Venue: Sharjah Indian School, Ghubaiba, Main Block, Assembly Hall.**

Please follow the schedule to help us enroll the name of your ward in the Sharjah Private Education Authority (SPEA) on time. Delay in submission can end up in cancellation of your ward's admission.

Seeking your cooperation.

With regards,

**PRAMOD MAHAJAN**  
PRINCIPAL





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## LIST OF DOCUMENTS FOR CONFIRMING ADMISSION

2023-2024

### KG1, KG2 & GRADE I

1. Original valid Emirates ID of the student + one copy
2. Original valid Emirates ID + one copy of the parent who is sponsoring the student.
3. Students (KG2 / Grade I) transferred from other schools in U.A.E. except the emirate of Sharjah are required to submit the Transfer Certificate attested from the Ministry of Education.
4. Students (KG2 / Grade I) from Sharjah Emirate is required to submit their Daleel number from the previous school.

### GRADE II TO IX

#### 1. Attested Transfer Certificate

- The Transfer Certificate (TC) of the students from outside U.A.E. should be attested from all the following offices:
  1. Local educational authority (DEO / Regional Officer, CBSE )
  2. The Office of the Indian Consulate, Dubai
  3. Ministry of Foreign Affairs in U.A.E.
- The Transfer Certificate (TC) of the students from other Emirates except Sharjah should be attested from the Ministry of Education.
- Students from Sharjah Emirate is required to submit their Daleel number from the previous school.

#### 2. Attested Marklist

##### Grade II to IX

Marklist of the students from within and outside U.A.E. should be attested by the previous school Principal with the school seal.

#### 3. Original valid Emirates ID of the student + one copy

#### 4. Original valid Emirates ID of the parent who is sponsoring the student + one copy.