



# SHARJAH INDIAN SCHOOL

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## OUR VISION

Educate Enlighten Empower

Circular No. SIS/003/2025-2026

3<sup>rd</sup> April 2025

### For the newly admitted students of 2025-2026

Dear Parent,

*Greetings from Sharjah Indian School, Ghubaiba.....*

According to the norms of the Sharjah Private Education Authority [SPEA], to regularize the admission of your ward, parents are required to upload the required documents on the SPEA website: <https://daleel.spea.shj.ae>

**Kindly note that you are required to login to the Daleel platform using only the parent's UAE pass.**

Please find attached the steps to be followed for uploading the documents on the SPEA website. A copy of the same is posted on the school website [www.sissharjah.com](http://www.sissharjah.com) also.

Grade	Documents
KG1, KG2, Grade 1	Photo, Emirates ID of the student, Birth Certificate, Vaccination Card
Grade 2 to 9	Photo, Emirates ID of the student, TC [attested], Mark sheet [with Principal's signature and school seal], Vaccination Card
Grade 11	Photo, Emirates ID of the student, TC [attested], Mark sheet [attested], Equivalency Certificate, Vaccination Card

The details regarding attestation of documents had been issued to you during the time of admission. Please go through the same and attest the documents accordingly.

**Delay in the submission of the documents can result in the cancellation of your ward's admission.**

With regards

  
PRAMOD MAHAJAN  
PRINCIPAL



# MANUAL FOR SPEA REGISTRATION FOR NEW ADMISSIONS (AY 2025-2026)

Follow the below steps to register your ward:

Download UAE Pass from “iTunes” or “Google Play”.

## Step 1

- Go to website: <https://daleel.spea.shj.ae>
- Sign in with UAE Pass (with sponsor’s mobile number)

**Step 2** • Click on “**Add child**” (on the right corner of the page)

## Step 3

Enter the following details:

- **Identification No:** - (Type) Emirates ID number of your ward
- **Relevant Type:** Refers to the “sponsor”.
- **Upload documents of the child** (*Identity photo refers to Emirates ID*)
- Click on “**save**” button of Right-hand side top corner.

Message appears “**Child saved successfully**” ... *continue to Step 4 for registering the child.*

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#### Step 4

- Submit the Registration request.

#### Step 5

- Type **“NO”** in the following columns:
  - Children of the martyrs
  - Student is a person of determination
- **Curriculum:** select **“INDIAN”**
- **Grade:** Current class in which the student is studying at SHARJAH INDIAN SCHOOL

#### Step 6

**Available School: Select “SHARJAH INDIAN SCHOOL”**

#### Step 7

Click on **“Submit a Registration Request”** on the right-hand side top corner.

#### Step 8

Automatic message appears **“Request sent successfully”** on the right-hand side bottom corner.