

Classes II to VIII Admissions (2021-22)

FAQs

Q1. I wish to admit my child in your school. What is the procedure?

Ans. You are required to fill the application form available online on the school portal. (register your child online, the form for which is available on the school portal). This (the registration) process consists of two steps

- Filling of the Application Form
- Registration fee payment (non-refundable)

Q2. What are the admission requirements?

Ans. Fill up the Application Form online

Upload the scanned copies of the following documents:-

- Birth Certificate issued by Municipal Corporation / equivalent authority.
- Photograph of Applicant
- Residence Proof (Ration Card/Smart Card issued in the name of parents (mother/father having name of the child), Domicile Certificate of child or his/her parents, AADHAAR Card / Voter Identity Card / EPIC of any of the parents or child, Electricity bill/ MTNL telephone bill/Water bill/Passport in the name of any of the parents or child, Unique Identity Card of Mother / Father issued by the Government of India.)
- Final Report Card of academic session 2018- 19
- Final Report Card of academic session 2019- 20
- Term-1 Report Card of academic session 2020- 21 (If Available)

Q3. Will Rent Agreement be accepted as residence proof?

Ans. No

Q4. What is the procedure if I do not have any document (have no) document as proof of residence?

- Ans. • Apply for them immediately and attach the acknowledgement slip for the time being.
- However, at the time of verification, the document should be available.

Q5. What should I do if I do not have a copy of my Term 1 report card for 2020- 21 ?

Ans. In case you do not have a copy of your Term 1 report card for 2020- 21, you can submit the form without uploading the same. Just enter the marks/grades obtained by your ward in the form. However, in case you are shortlisted for Verification of Documents (admission), a self- attested copy of the report card (If provided by the school) must be submitted. Discrepancy in marks will summarily lead to the cancellation of application.

Q6. I have made a wrong entry, what do I do?

Ans. Please fill up a fresh **APPLICATION** form.

Q7. Any information that is not possible/available to fill but is mandatory in the form, how do I proceed?

Ans. Please write NA and proceed.

Q8. Do I have to bring original or photocopies of documents for verification?

Ans. Original as well as self-attested photocopies of documents need to be brought for verification.

Q9. I tried submitting the filled online application, but I got a blank page. I waited for 10 minutes but nothing happened.

Ans. Try any one of the following :

- While uploading the scanned copies of the documents, make sure that all the documents are in PDF format whereas all the photographs are in JPEG format.
- The file size of each upload should not exceed 250 KB.
- Ensure a stable internet connection with good speed while uploading the documents and payment of application fee online.
- If you have received Application Number after filling up of the form, your form is submitted otherwise a fresh filling up of the form is required.
- The Application Form works best in updated version of Google Chrome.

Q10. When will the results of the Admission test be declared?

Ans. Only if (In case) your child is shortlisted, you will receive a call from the school.

Q11. If my child's report card does not show any cumulative grade for each subject, then how do I work on a cumulative grade?

Ans. The maximum highest grade your child has secured in all the parameters of each subject becomes the cumulative grade.

Q12. My child has not scored anything/participated in the Olympiads. Will my form be disqualified?

Ans. No, the form will not be disqualified. The other strengths of the child will be considered.

Q13. My child has participated in inter school competitions, but has not won any prize. What should I do?

Ans. Please fill in the details even if there is no winning.

Q14. My child's Report Card has multiple pages, how can I upload the scanned copy of the same?

Ans. Scan the important pages of the Report Card where subject cumulative grades are reflected as a single pdf, reduce the size of the file (online compress) if it exceeds 250 KB and then upload.

Q15. After successful submission of the form, I did not receive the acknowledgement mail?

Ans. Please send an email to applicationsfor2345@dpsrohini.com. Mention the registration number in the email.

In case of any other query apart from the ones listed above, please send an email to applicationsfor2345@dpsrohini.com.