INSTRUCTIONS FOR PARENTS
OTHER CLASS ADMISSION (ClASS – I to VIII)
ACADEMIC YEAR 2027–2028

Dear Parents,
Kindly read and follow the instructions given below while filling out the Registration Form for Admission to Std I to VIII, for the academic year **2027–2028**:

A. Instructions for Filling Out the Registration Form

1. **Read Carefully:** Please read all the instructions before filling out the registration form.
2. **Child's Details:** Enter your child's full name exactly as mentioned on the Aadhaar Card. Provide the Aadhaar number, date of birth, gender, and other required details accurately.
3. **Aadhaar Details:** If your child's Aadhaar Card is not available, kindly enter **000000000000** (12 zeros) in the Aadhaar number field. Please ensure that you do not enter either parent's Aadhaar number in the field provided for your ward's Aadhaar number.
4. **Parents' Details:** Enter the names of both parents as mentioned on their Aadhaar Cards. Provide the correct contact numbers, email address, residential address, and other required information.
5. **Date of Birth:** Ensure that your child's date of birth is entered correctly. Verify the details before submitting the form.
6. **Upload Documents:** Upload clear and legible copies of all the required documents, wherever applicable.
7. **Verify Information:** Carefully check all the details before submitting the registration form. Incorrect or incomplete information may affect the admission process.
8. **Contact Information:** Provide an active mobile number and email address to receive admission-related updates and communications from the school.
9. **Submission:** Fill the Form and click the Submit tab to complete the Registration process.
10. **Admission Confirmation:** Submission of the registration form does not guarantee admission. Admission will be subject to the school's admission policy and the availability of seats.
11. **Keep a Copy:** Save a copy of the submitted registration form for future reference.

B. INSTRUCTIONS FOR THE ENTRANCE EXAMINATION

1. **Exam Date and Time:** After completing the registration process for your ward, the school will contact you through your registered email address or mobile number to inform you of the entrance examination date and time.
2. **Communication:** Parents are requested to check their registered email address and mobile number regularly for updates and communications regarding the entrance examination.
3. **Punctuality:** Kindly ensure that your ward is present at the examination venue on the scheduled date and time.
4. **Subjects, Duration and Marks:**

Classes I and II
- Subjects: English and Mathematics
- Duration: 40 minutes per subject
- Maximum Marks: 20 per subject

Classes III to VIII
- Subjects: English, Mathematics, and one language (Tamil or Hindi)
- Duration: 40 minutes per subject
- Maximum Marks: 20 per subject

5. **Stationery:** Students must bring their own stationery, including pens, pencils, erasers, and other necessary writing materials, for the entrance examination.

C. INSTRUCTIONS FOR THE INTERVIEW

1. After completing the entrance exam process for your ward, the school will contact **only the shortlisted candidate** through your registered email address or mobile number to inform you of the interview date and time slot.
2. Parents are requested to check their email and registered mobile number regularly for interview-related communication from the school.
3. Kindly ensure that your ward is available for the interview at the scheduled date and time.

D. INSTRUCTIONS FOR THE ADMISSION PROCESS

1. **Selection After Interview:** After the interview, the management will inform the parents of the selection status. Selected candidates will be issued an Admission Admit Card to proceed with the admission process for the academic year 2027–2028. The School Office will apprise the parents with the Fee details.
2. **Documents Required for Admission:** Parents are requested to keep the following documents ready and submit them as and when instructed by the school-
    1. Two recent passport-size photographs of the child.
    2. A copy of the child's Birth Certificate.
    3. A copy of the child's Community Certificate, if applicable.
    4. If a Community Certificate is not available or applicable, a self-declaration stating that the child belongs to the General Category, as required by the school.
    5. A copy of the child's Aadhaar Card.
    6. Copies of both parents' Aadhaar Cards.
    7. The original Transfer Certificate (TC) from the previous school.
    8. The latest report card / mark sheet from the previous school.

Parents are requested to complete all admission formalities within the stipulated time and ensure that the required documents and payment details are submitted to the school office.
We appreciate your cooperation and support in ensuring a smooth and successful admission process.

Thanks and best wishes
Union Christian Public School Admission Office

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