

Dear Parent,

I am sure you have been waiting very eagerly to hear from us. There would be mixed feelings among parents when we announce the list of children who will walk into the portals of Smt. Sulochanadevi Singhanian School. To parents, who could not make it this time, I am sure that something really good awaits you too. To the parents and child who made it this year, a very warm welcome to Smt. Sulochanadevi Singhanian School!

"Offer equal opportunities to all, so that they rise to their fullest potential" is our mission. To achieve this, even at the entry point, we've developed an admission process which is fair and transparent. Your ward has been awarded a place in the KG based on random sampling. The school is an inclusive school with children from different socio-economic backgrounds in multi-ability classes. Congratulations to you for the provisional selection of your ward to our School, based on random sampling.

I am Revathi Srinivasan, the Director and the Principal. I am privileged to have completed 26 years of being an integral part of the Singhanian School. What Singhanian School brings to you is a culture of community and excellence driven by passion and commitment. Despite the two years of virtual learning, we ensured that children had beautiful real life-like experiences with their friends and teachers. I am so proud of my faculty that brings in their passion, enthusiasm, collective experiences and knowledge to make every day very special for our little children.

At Singhanian School, we strive to create an exciting, stimulating and caring environment to help every child attain his/her fullest potential. Everything that we do at this preparatory stage is about using our expertise and pedagogy to create a happy learning environment that nurtures the joys of childhood, celebrates the element of wonder, kindles loads of curiosity and stimulates the world of creativity.

We look forward to receiving your little ones in our school on the reopening in the next academic year. Best wishes for a beautiful journey of learning.

Warmest wishes,

Dr. Revathi Srinivasan
Director – Principal
Smt. Sulochanadevi Singhanian School, Thane

SMT. SULOCHANADEVI SINGHANIA SCHOOL, THANE

Document Verification

Dear Parents,

The entry to school on the day of document verification will be strictly limited to one person per family to complete the document verification process.

The applicant i.e your ward is not required to be present for the document verification process and hence kindly do not bring the child to school on the day of document verification.

In case of parents being unavailable on the date, kindly give authority letter / email to the child's grandparents/relative/local guardian for submission of the necessary documents in school on the assigned date.

Parents of the provisionally selected children for Jr. KG (2024-25) based on random sampling will have to produce the following **documents for verification** in the school. Schedule of this will be known to parents on the result day.

Details of documents for submission are as follows:

1. The printout of the online application form **strictly on the A4 size paper.**

AND

A. The original and **one self-attested photocopy** of the following documents:

- **Birth Certificate of the applicant**
 - Gazette copy in case if any change/s in the name / spelling of the applicant other than mentioned in the birth certificate.
 - Adoption Deed **in case of adopted children.**
- **Aadhar Card copy of the student.** If not available, then copy of receipt that you have applied for the same in support of the Aadhar card of the student.
- **Aadhar Card copy of both the parents.**
- Residence proof in the parent's names (**any one** of the following):
 - Latest Electricity bill
 - Latest Landline (not mobile) bill
 - Valid Passport
 - Ration Card (only in case of parents staying in a joint family).
 - Aadhar Card
 - Copy of Agreement with the builder.
 - Possession letter from the builder.
 - Leave & License Agreement - registered rent / lease agreement receipts / copy in case parents staying in leased apartments.
 - Company letter in case the accommodation is provided by the company of either of the parents.

B. Additionally, the parents who have applied other than Fresh category must produce the documents in relevance to their category (**original document and one self-attested photocopy**)

2. The following documents must be produced in **original** and **one self-attested photocopy** by parents who have applied under the categories:

RAYMOND LTD and SMT. SULOCHANADEVI SINGHANIA SCHOOL Employees:
EDP No. / I.D. Card

ALUMNI: School Leaving Certificate of the parent/s who is passed out Std. 10 or Std. 12 Board Examination from Smt. Sulochanadevi Singhania School, Thane. In case if the mother is an ex-student, her Marriage Certificate / Passport / Gazette Announcement showing proof of change of surname after marriage is mandatory for submission.

SIBLINGS: You are advised to submit the hard copies of the fee receipts of the fees paid for your elder child. The receipt of the fees paid up to quarter –III (Dec 2023 to Feb 2024) and the miscellaneous collection fees paid till January, 2024 have to be shown at the time of document verification. The fee payment receipts are available on Quest ERP.

It may be noted that the admission may be denied to provisionally admitted children on the following grounds:

- Failure to submit one or more documents as required in original and with an attested photocopy.
- Falsification of any documents/ information.

C. Schedule of the Document Verification

Day , Date & Time	Category
Thursday 11 th January, 2024 from 9:00 a.m. to 12:00noon.	Fresh category Range: Form No.1001 to Form No.2188 (Form No.- 4 digit number printed on your application form)
Thursday 11 th January,2024 from 1:00 p.m. to 4:00 p.m.	Fresh category Range: Form No.2189 to Form No.3652 (Form No.- 4 digit number printed on your application form)
Friday 12 th January, 2024 from 9:00 a.m. to 12:30p.m.	Raymond, Smt. Sulochanadevi Singhania School employee, Alumni and Sibling category

Warm regards,

Dr. Revathi Srinivasan

Director – Education and Principal

Smt. Sulochanadevi Singhania School

Date: 9th January 2024