



Silver Oaks Schools & College

REGISTRATION & ADMISSION FORM

Campus Name: _____ Campus Registration No: _____

Cash Receipt No: _____ Roll Number Issued: _____



Pupil's Personal Details

Name: _____ Gender: _____ Religion: _____

Nationality: _____ Date of Birth: _____ No of siblings: _____

Pupil's Educational Details

Target Grade: _____ Current Grade: _____ Current School: _____

How did you come to know about Silver Oaks Schools & College? _____

Languages that you speak at home? Tick all relevant. English Urdu Any other _____

How much exposure to Spoken English does your child have? Advanced Average Beginner

Extra-Curricular: What does your child enjoy doing in free time? _____

Any Health Issues / Habits we need to be aware of? _____

Pupil's Family Details

Father's Name:	Mother's Name:
Email:	Email:
Mobile:	Mobile:
Landline:	Landline:
Occupation:	Occupation:
C.N.I.C:	C.N.I.C:

FULL Residential Address: _____

In case of Guardian is not the Father, enter Guardian details in Father's column. What is his / her relationship to the child? _____ Do you read a newspaper? Yes/No; If yes, which one? _____

Preferred Contact Medium (Father / Guardian): Email / SMS / Call; (Mother) Email / SMS / Call (Circle one)

Preferred Contact for: **Academics:** Father / Mother; **Discipline:** Father / Mother; **Fee Matters:** Father / Mother

Emergency: Father / Mother

Name	Siblings Record	
	Age	School

REGISTRATION RECORD SLIP



Pupil's Name: _____ Campus: _____

Registration No: _____ Registration Date: _____ Target Grade: _____

Target Start Date: _____ Test Date: _____ Test Time: _____

OVER 100 YEARS' OF HERITAGE IN EDUCATION

DEVELOPING ENLIGHTENED LEADERSHIP & MAKING A DIFFERENCE

INTEGRITY - COURAGE - RESPECT - CREATIVITY - OPTIMISM





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Campus Head Name: _____

Admission test cleared on: _____ For Grade: _____

Test Result	
1. English	_____
2. Urdu	_____
3. Math	_____
4. Science	_____
Campus Head meeting conducted with parents & details of Remedial Management Plan discussed and agreed	
Meeting Date: _____	
Plan period agreed from _____ to _____	
Approved Details	
<ul style="list-style-type: none"> ● Class Teacher/SM informed; ● Test result attached; ● Remedial Plan discussed with & signed by Parents; ● Remedial Plan Summary attached Approved for Grade _____	

CAMPUS HEAD CHECK LIST
<input type="checkbox"/> Registration Fee received & recorded
<input type="checkbox"/> Admission Test conducted & Remedial Management Plan made (if applicable)
<input type="checkbox"/> Documents checked
<input type="checkbox"/> Successful Test - 1 st Attempt 2 nd Attempt / 3 rd Attempt (Lower Grade)
<input type="checkbox"/> Approved Documents attached for issuance of Roll No.
File Completion Date: _____
Target Joining Date: _____
Campus Head Sign & Date: _____

ROLL NUMBER ISSUANCE CHECKLIST

<ul style="list-style-type: none"> ● Receipt reconciliation with Bank (Finance) - Confirm to Registrar; ● Receive and check file; ● Issue Roll Number on this form. Roll Number issued: _____ ● Open Student File record to update Student data base; ● Advise roll number's detail to Finance Manager & Administrator of the respective campus; ● Keep Student's file in record; ● Enter Student's name and data in record.
Registrar Sign & Date: _____

READ THESE RULES, PARENT GUIDE & FINANCIAL INFORMATION EXTREMELY CAREFULLY:

1. Registration Fee is Non Refundable. 3 attempts can be made on one registration [2 for one grade & 3rd attempt will be for a lower grade] - Registration Valid for 2 months;
2. Registration does not guarantee admission. Admission is finalized when the admission test is cleared & the other formalities are completed. Joining date of pupil will be 3 working days after the documents & file is completed. Please complete the files as soon as possible. Please retain this slip as a record of Registration Number.
3. **Required Documents:** 3 Passport size Photographs of Pupil; 1 Family Photograph for Pupil's class introduction; CNIC copy of Father/Guardian; Leaving Certificate from previous school or No-default proof; B-Form/Birth Certificate; Registration Slip photocopy; Paid Fee Voucher; Cash Receipt Photocopy (PLEASE NOTE THAT EXCEPT REGISTRATION FEE, NO CASH IS PAID AT CAMPUS).



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