



Silver Oaks Schools & College

REGISTRATION & ADMISSION FORM

Campus Name: _____ Campus Registration No: _____

Cash Receipt No: _____ Roll Number Issued: _____



Pupil's Personal Details

Name: _____ Gender: _____ Blood Group: _____ 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? _____

What 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

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: _____ C.N.I.C: ---- Occupation: _____

Cell phone # : _____ Landline #: _____ Functional email: _____

Address: _____ City: _____ Country: _____

Mother's Name: _____ C.N.I.C: ---- Occupation: _____

Cell phone # : _____ Landline #: _____ Functional email: _____

Address: _____ City: _____ Country: _____

Guardian's Name: _____ C.N.I.C: ---- Relation: _____

Cell phone # : _____ Landline #: _____ Functional email: _____

Address: _____ City: _____ Country: _____

Preferred Cell phone # for SMS : _____

Preferred email for Emergency : _____

Siblings' Record	Name	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's 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/HM/DCH informed; ● Test result attached; ● Remedial Plan discussed with & signed by Parents; ● Remedial Plan Summary attached. 	
Approved for Grade _____	

CAMPUS HEAD'S 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's Sign & Date:	
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 Pupil's file in record; ● Enter Pupil's name and data in record.
Sign & Date (Registrar): _____

READ THESE RULES, PARENT GUIDE & FINANCIAL INFORMATION 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's is 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 family introduction in class;
Photocopy of: CNIC of Father/Guardian; Leaving Certificate from previous school or No-default proof; B-Form/Birth Certificate; Registration Slip; Paid Fee Voucher; Cash Receipt (PLEASE NOTE THAT EXCEPT REGISTRATION FEE, NO CASH IS PAID AT CAMPUS).



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