



# FOR OFFICE USE ONLY

## **Checklist:**

- Registration Form Received      Date:
- Registered For Exam      Date:
- Sat for Entrance Exam      Date:
- Paper Given for Marking      Date:              Teacher's Name: .....
- Admission Kit Given      Date:
- Admission Form Received      Date:
- Security Deposit Paid      Date:
- Registration Fee Paid      Date:
- Class, Session Confirmed and Informed      Date:
- Uniform Given      Date:
- Other Materials Given      Date:
- School Video Presentation by Principal      Date:
- Curriculum Presentation by Coordinator      Date:
- Meeting with Coordinator Arranged      Date:
- Student's 1st Day in School      Date:

## **Received By:**

Name: .....

Sign: .....

Date: