

GWPS ADMISSION PROCEDURE

Greenwood Group of Schools offer a nurturing environment which fosters skills in children to empower them for the 21st century. Our endeavour has been to ensure Quality in Education and to provide a platform where learning is experiential, sequential and a lifelong memory.

GWPS admission procedure is too simple and parent friendly.

Follow these easy steps to be a part of the Greenwood family-

STEP 1: ADMISSION ENQUIRY

Submit the online/offline Enquiry Form or visit the school admissions office. Our counsellor will get back to you to answer your questions and collect the required information.

STEP 2: REGISTRATION

The parents are requested to visit the school Admission Office to complete the registration process. Kindly carry one Xerox of Date of Birth certificate & previous year marksheet for the registration process. On the same day an assessment will be done of the child.

For classes NURSERY-VII an oral interaction will be done in the school.

For classes VIII-IX a written assessment will be done in the school.

STEP 3: SCHOOL VISIT & INTERACTION WITH THE PRINCIPAL

Parents / Guardians are invited to visit the school campus to understand the culture and ethos of the Institution. A meeting can be scheduled with the Principal, so parents can have an interaction with the Head of the school, ask questions and collect any information they require. This can be done by fixing a prior appointment with the Front Office Executive.

STEP 4: FORM SUBMISSION, ADMISSION & PAYMENT OF FEES

The parent needs to fill up the admission form and ensure all documents are in order. Kindly intimate the school in case your child requires some special assistance due to any health reasons.

Eligibility criteria:

CLASS	ENTRY AGE
Nursery	3+
LKG	4+
UKG	5+
Class 1	6+
Class 2	7+
Class 3	8+
Class 4	9+
Class 5	10+
Class 6	11+
Class 7	12+
Class 8	13+
Class 9	14+
Class 11	16+

List of Documents required at the time of Registration:

1. Copy of the Birth Certificate
2. Copy of Report Card of previous year

List of Documents required at the time of Admission:

1. 6 Photographs of child
2. 1-1 Photo of Parent
3. Copy of Previous Mark sheet
4. Original T.C of previous school
5. Permanent Address proof of Parent i.e latest paid Electricity bill/ Electoral identity Card/Valid Passport/Unique Identity Card etc./ Aadhar card copy
6. SSSM ID No .
7. Copy of Aadhar card of Child, Father and Mother
8. Caste Certificate (if SC/ST/OBC)
9. Disability Certificate (if applicable)
10. Birth Certificate
11. Bank Details

Note: The documents copy must be self attested by the parents.

ACCEPTANCE OF ADMISSION:

1. Students are admitted on First Come, First Served basis depending on vacancies
2. We conduct no formal interviews with the child or the parent.
3. Registered candidates will be required to make the fee payment and complete the admission process within 7 days.
4. The school reserves the right to admissions. In all matters pertaining to admission, the decision of the Admission Committee will be final.

Once the Fee and documents are submitted, you will receive an Admission Confirmation Slip from the school. This will inform you about further formalities, to be completed, if any.

Parents will be intimated of the date and time, uniform & textbook details.

Your ward will be allotted the section on the day of admission. The time table for your ward will be handed over to your ward by the Class Teacher.

Teachers will assist your child with the syllabus which has been covered in the class till date.

STEP 5: PARENT ORIENTATION PROGRAM:

There will be a parent orientation program before the beginning of the new academic session. This program will acquaint the parents with the Vision, Mission & Motto of the school.

**SD/-
PRINCIPAL**