

Classes VI to VIII Admissions (2026-27)

FAQs

Q1. I wish to admit my child in your school. What is the procedure?

Ans. You are required to fill the Application Form available online on the school portal. (register your child online, the form for which is available on the school portal). This (the registration) process consists of two steps

- Filling of the Application Form
- Registration fee payment (non-refundable)

Q2. What are the admission requirements?

Ans. Fill up the Application Form online

Upload the scanned copies of the following documents:-

- Birth Certificate issued by Municipal Corporation / equivalent authority.
- Photograph of Applicant
- Residence Proof (Ration Card/Smart Card issued in the name of parents (mother/father having name of the child), Domicile Certificate of child or his/her parents, AADHAR Card / Voter Identity Card / E-pic of any of the parents or child, Electricity bill/ MTNL telephone bill/Water bill/Passport in the name of any of the parents or child, Unique Identity Card of Mother / Father issued by the Government of India.)
- Final Report Card of academic session 2024- 25
- Final Report Card of academic session 2025- 26 (If Final Report Card is not available, please upload Term 1 Report Card of academic session 2025-26)

Q3. Will Rent Agreement be accepted as residence proof?

Ans. No

Q4. What is the procedure if I do not have any document as the proof of residence?

- Ans. • Apply for them immediately and attach the acknowledgement slip for the time being.
- However, at the time of verification, the document should be available.

Q5. What should I do if I do not have a copy of my Term 1 Report Card for 2025-26?

Ans. In case you do not have a copy of your Term 1 Report Card for 2025-26, you can submit the form without uploading the same. Just enter the marks/grades obtained by your ward in the form. However, in case you are shortlisted for Verification of Documents (admission), a self- attested copy of the Report Card (If provided by the school) must be submitted. Discrepancy in marks will summarily lead to the cancellation of application.

Q.6 I have made a wrong entry, what do I do?

Ans. Please fill up a fresh Application form.

Q7. Any information that is not possible/available to fill but is mandatory in the form, how do I proceed?

Ans. Please write NA and proceed.

Q8. Do I have to bring original or photocopies of documents for verification?

Ans. Original as well as self-attested photocopies of documents need to be brought for verification.

Q9. I tried submitting the filled online application, but I got a blank page. I waited for 10 minutes but nothing happened.

Ans. Please check the following :

- Use a laptop or desktop for filling the form instead of a smart phone or any other gadget.
- Ensure you are using the latest version of Google Chrome as the application form works best in this browser.
- While uploading the scanned copies of the documents, ensure that all the documents and photographs are in .jpeg / .jpg/ .png/ .pdf format.
- Ensure a stable internet connection with good speed before uploading the documents and payment of application fee online.
- Avoid using special characters (eg ' ") in the form or in the file name of your uploads.
- If you have received a Registration Number after filling up of the form, your form is submitted. However, the application process is not complete until the payment is made.

Q10. When will the results of the interaction be declared?

Ans. Only if (in case) your child is shortlisted, you will receive a call from the school.

Q11. If my child's report card does not show cumulative grade for individual subjects, then how do I work on a cumulative grade?

Ans. The highest grade your child has secured in all the parameters of each subject becomes the cumulative grade.

Q12. My child has not scored anything/participated in the Olympiads. Will my form be disqualified?

Ans. No, the form will not be disqualified. The other strengths of the child will be considered.

Q13. My child has participated in inter school competitions, but has not won any prize. What should I do?

Ans. Please mention only award winning / prize winning competitions for the last two years.

Q14. My child's Report Card has multiple pages, how can I upload the scanned copy of the same?

Ans. Scan the important pages of the Report Card where subject cumulative grades are reflected as a single pdf, reduce the size of the file i.e. less than 2 MB (online compress) and then upload.

Q15. After successful submission of the form, I did not receive the acknowledgement mail. What should I do?

Ans. You can download the filled Application Form from the link available on the Notice page of the ADMISSIONS link on the school portal using your Registration Number.

Q.16 From where can I download the submitted form?

Ans. You can download the pdf of the submitted Application Form from the online Registration page.

Q.17 What is mandatory to be considered for applying under sibling category?

Ans. The latest fully paid fee slip is mandatory for applying under sibling category.

In case of any other query apart from the ones listed above, please send an email to applicationsfor678@dpsrohini.com.