

## Classes II to V Admissions

(2026-27)

### FAQs

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

Ans. You are required to register your child online. The application form is available on the school portal. The registration process consists of two steps:

Step 1 - Filling out the application form

Step 2 - Payment of non-refundable registration fee

Q2. What are the admission requirements?

Ans. Fill up the application form online

**upload the scanned copies** of the following documents:-

- Birth Certificate of the Applicant issued by the Municipal Corporation or an equivalent authority.
- Passport size photograph of the 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, AADHAAR Card / Voter Identity Card / E-pic of any of the parents or child, Electricity bill/ Landline 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
- Term-1 Report Card of academic session 2025-26 (If available)

Q3. Will a rent agreement be accepted as proof of residence?

Ans. No, a rent agreement will not be accepted.

Q4. What is the procedure if I have no documents as proof of residence?

- Ans. • Apply for the necessary documents immediately and attach the acknowledgement slip while filling out the form.
- Ensure the required document is available at the time of verification.

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.

Q6. I have made a wrong entry, what do I do?

Ans. You can edit the saved part of the form till the successful payment for the application form.

Q7. Can I edit the form after submitting/ making payment?

Ans. No.

Application Form cannot be edited or rectified after the successful payment is made. You will have to apply afresh.

You will also have to notify the school if you are applying again, through mail at [applicationsfor2345@dpsrohini.com](mailto:applicationsfor2345@dpsrohini.com) clearly stating the Registration Number of the wrongly filled application.

**IMPORTANT- Fill another form using the same registered mobile number and clicking on 'Add New Application' option.**

Q8. Can the school make corrections in my form?

Ans. No.

You will have to apply afresh.

Q9. What should I do if I cannot provide some mandatory information in the form?

Ans. Please write NA in the field and proceed.

In case of a numeric field type **0** (digit zero/ zeros) and proceed.

Q10. Do I need to bring original or photocopies of documents for verification at the time of admission?

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

Q11. 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.
- The Application Form works the best in updated version of Google Chrome.
- While uploading the scanned copies of the documents, make sure that all the documents and photographs are in .jpeg, .jpg, .png, pdf. format only.
- Ensure a stable internet connection with good speed while uploading the documents and payment of application fee online.
- Make sure you are not using any special character like ' " & etc. while filling the form neither in any of the uploaded file attachments.
- If you have received a Registration Number after filling up of the form, your form is submitted. However, the application process is not complete till the payment is made.
- Do not leave any time gap between filling up of the form and submission of form/ payment for the registration fee. A time gap may lead to non-submission of the form.

Q12. If my child's Report Card does not show any cumulative grade for each subject, then how do I work on a cumulative grade?

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

Q13. 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.

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 (online compress) and upload.

Q15. From where can I download the submitted form?

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

Q16. If I have received a Registration Number after filling up of the form, is my registration process complete?

Ans. Your registration will be considered complete only after the successful payment is made. Kindly ensure that the transaction is successful.  
You will receive an acknowledgement SMS on your registered mobile number stating the Registration Number.

Q17. Is the admission of my ward guaranteed as she/he is applying under sibling / alumni/ transfer category?

Ans. NO.  
Applying under any of these categories does not guarantee admission of the applicant.

Q18. I am not able to type the sibling information in the form.

Ans. Please fill only the correct admission number as W\_\_\_\_\_  
The rest of the columns will be auto- filled.

Q19. 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.

Q20. Do I need to fill separate forms for twins / triplets?

Ans. YES.  
A separate Application Form should be filled up for twins/triplets **using the same registered mobile number and clicking on 'Add New Application' option.**

Q21. What is the fee structure?

Ans. The fee structure will be made available at the time of admission.

In case of any other query apart from the ones listed above, please send an email to **applicationsfor2345@dpsrohini.com**