

Guidelines for Using – Application Form –

When/how is it used:

- The application form is to be filled by all parents (walk in parents and parents with an appointment)
- The culture custodian goes through it and understands the child's background before meeting the parents
- Coordinators and teachers must also go through it before meeting students/parents for effective interactions.
- It is to be maintained by –
 - Culture custodian – if admission not confirmed - for follow ups
 - Class teacher – once admission confirmed - for understanding the children
- The academic year must be hand written before handing over to parents (helps in bulk printing)

Printing Specifications:

- To be printed in colour or black and white
- On A-4 size sheets
- Print front – back