

SMT. SULOCHANADEVI SINGHANIA SCHOOL, THANE
Advisory on Document Verification

Dear Parents,

The provisional admissions are based on random sampling. The admission is confirmed only after the successful document verification, health check-up and completion of all admission formalities strictly as per the timelines given by the school.

If your ward receives a provisional admission and the parent(s) are abroad or out of station on the given dates, you are required to authorize the ward's grandparents, a relative, or a local guardian—through a signed letter of authority—to submit the necessary documents on your behalf on the assigned dates to secure the provisional admission.

On the day of document verification, **any one parent is required to visit the school** for submission of the valid documents. **The student is not required to accompany the parent** for the document verification process.

Parents of the **provisionally selected children for Jr. KG (2026–27)**, based on random sampling, will be required to produce the following documents for verification at the school. The **time slots** for the verification will be communicated to parents on the result day.

Details of documents for submission are as follows:

1. The printout of the online application form **strictly on the A4 size paper.**

AND

A. The original and **one self-attested photocopy** of the following documents:

- **Birth Certificate of the applicant**
 - Gazette copy in case if any change/s in the name / spelling of the applicant other than mentioned in the birth certificate.
 - Adoption Deed **in case of adopted children.**
- **Unmasked Aadhar Card copies of the student and both the parents.**
- **Copy of Caste Certificate of child if applicable (SC, ST, NT, OBC, DT(A), SBC)**
- Residence proof in the parent's names (**any one** of the following):
 - Recent Electricity bill
 - Recent Landline bill (not mobile)
 - Valid Passport
 - Ration Card (only in case of parents staying in a joint family).
 - Valid Aadhar Card or
 - Copy of Agreement with the builder – Index Page and Address Page
 - Possession letter from the builder.
 - Leave & License Agreement - registered rent / lease agreement receipts / copy in case parents staying in leased apartments.
 - Company letter in case the accommodation is provided by the company of either of the parents.
 - **In case of any of your certificates are in languages other than English, please submit a notarized copy of the certificate translated in English.**

B. Additionally, the parents who have applied other than Fresh category must produce the documents in relevance to their category (**original document and one self-attested photocopy**)

2. The following documents must be produced in **original and one self-attested photocopy** by parents who have applied under the categories:

RAYMOND LTD and SMT. SULOCHANADEVI SINGHANIA SCHOOL Employees: EDP No. / I.D. Card

ALUMNI: School Leaving Certificate or Passing Certificate of the parent/s who is passed out Std. 10 Board Examination from Smt. Sulochanadevi Singhania School, Thane. In case the mother is an ex-student, her Marriage Certificate / Passport / Gazette Announcement showing proof of change of surname after marriage is mandatory for submission.

SIBLINGS: You are advised to submit the hard copies of the fee receipts of the fees paid for your elder child. The receipt of the fees paid up to quarter –II (Sep 2025 to Nov 2025) and the 1st installment miscellaneous collection fees paid for 2025 - 2026 have to be submitted at the time of document verification. The fee payment receipts are available on Quest ERP. However, before the payment of Jr.KG admission fees all dues of the sibling should be cleared of quarter II.

It may be noted that the admission may be denied to provisionally admitted children on the following grounds:

- Failure to submit one or more documents as required in original and with an attested photocopy.
- Falsification of any documents/information.

Warm regards,

**Director – Education and Dean
Singhania Schools**

Date:5th December, 2025