



IEM PUBLIC SCHOOL

ADMISSION INFORMATION

2022-2023

Filling in the registration form:

- ✓ The registration forms are to be filled in capital letters.
- ✓ At the time of registration of the form and processing fee (nonrefundable) Rs. 500 /- is to be paid.
- ✓ Registration formalities need to be completed within 7 working days after purchasing the form.
- ✓ The following documents have to be attached at the time of form submission :
 - a. Photocopy of the residential proof of the parents (e.g. Voter card/ Aadhar card / Passport / Rent Agreement or Lease Agreement).
 - b. Photocopy of the birth certificate of the child (issued by Municipal Corporation or any Competent Authority) , it must be self-attested.
 - c. 3 Color passport size photographs of the child and parent's, affixed in appropriate place.
 - d. Last two years report cards from the school/ schools attended, along with the Transfer Certificate (Class I onwards)
 - e. Medical Immunization report of the child (Below Class I) & Registered Local Medical Practitioner/ Child Pediatric medical certificate must be submitted at the time of form registration.
 - f. Incomplete registration form will be not to be accepted.
 - g. All the information mentioned should be correct. In case of any discrepancy or incorrect information the School Authorities hold the right to cancel the admission of the child.

Admission Procedure:

- Pre- Primary - Up to class KG: No written tests are required. Here the admission can be confirmed after a interaction of the child and parents with the school authorizes.
- Primary & Secondary - Class I onwards the child attempt the entrance test for two subjects) i.e. English and Mathematics
- Once the child is selected after the admission test/ interaction , the admission fee needs to be deposited within 7 working days .

Age Criteria:

Age of the candidate (as on 30th September, 2021) for the eligibility for admission to a particular class

CLASS	AGE GROUP
Play Group	18 Months
Lower Nursery	3+
Upper Nursery	4+
Kindergarten	5+
Class 1	6+

School Timings:

Classes	Timing	Days
Class LN- Class II	8:30 A.M to 12:30 P.M	MONDAY - FRIDAY
Class III - Class X	8:30 A.M to 2:30 P.M	MONDAY - FRIDAY

**** School Fees Information:

- Please call the school fee structure.
- Payment Modes are Cash/ Card / Demand Draft/ Cheque. (No Part payment facilities are allow).

Important Note: All the mentioned fees are excluding school text books, exercise books, accessories, uniform and transport charges which are to be paid separately.

By Order

Admission Office:

IEM PUBLIC SCHOOL, SALT LAKE
GN 34/2, Sector V, Electronics Complex, Salt Lake, Kolkata
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Email: info@iempublicschool.com
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