

# THE PREP SCHOOL

A Project of Siddeeqeen Educational Network

## TO DO LIST

The parents who intend to get their child(ren) admitted to The Prep School, are requested to follow the prescribed procedure for the submission of **Online Application Form** for Entry Test.

1. Requisite **particulars** of the student/candidate (Name of the Student, Father's Name, CNIC No. of the student, Campus & Class/Grade to which admission is required, Contact Nos.) are to be entered with good care.

[www.theprepschool.com.pk](http://www.theprepschool.com.pk)

On completing the process of data entry, at next step, all entered particulars are also to be proofread with great care and then the computer generated **Permission Slip** (Roll No. for Entry Test) is to be printed.

Registration Period for Entry Test	01 February 2025 (Saturday) to <b>15 February 2025 (Saturday)</b>
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2. The **SFD** (Students Facilitation Desk), set up separately in each campus of the School, **can be approached** in case some erroneous data is entered or any intricate problem is faced to get the Permission Slip downloaded.

Service at Students Facilitation Desk during the Entry Test Registration Phase	
Monday to Thursday & Saturday	09:00 am to 02:00 pm

3. A photocopy of **FRC** (Family Registration Certificate) or **CRC** (Children Registration Certificate/ commonly known as B-Form) issued by NADRA, is to be annexed with the cited Permission Slip.
4. One recent colour **photograph** of the student is also to be stapled with the same Permission Slip.
5. The Permission Slip is to be kept in safe custody as it is **required** at the time of
  - Appearing in the Test
  - Receiving the Admission Form

6. It is pertinently advised that the uploaded **Preparation Kit**, which contains the following, may be observed meticulously to get the child relatively well-prepared for the upcoming Entry Test:
  - Syllabus Outline for the Test
  - Model Papers of the respective Class/Grade
  - Entry Test Papers of the previous year
7. Aspiring students are provided an opportunity to join the Online Interactive Sessions as **guideline for the Entrance Test**. The gratis **virtual classes** will be arranged **17 to 20 February 2025** (Monday to Thursday) in the evening session.
8. **On the scheduled test day**, the student **must bring** with him/her the items mentioned in the check list.

Scheduled Day for the Conduction of Entry Test		
Grade : 1	<b>23 February 2025 (Sunday)</b>	10:00 am to 12:00 pm
Grade : 2		
Grade : 3		
Grade : 4		

Check List	
	Online system generated <b>Permission Slip</b> (Roll No. Slip for Entry Test)
	One photocopy of <b>FRC</b> (Family Registration Certificate) or <b>CRC</b> (Children Registration Certificate/ commonly known as B-Form) issued by NADRA ... to be enclosed with Permission Slip
	One recent colour <b>photograph</b> of the student/candidate ... to be attached with the Permission Slip
	Clipboard (Examination-board)
	Stationery (Pencils, Eraser/Rubber)

9. The **Result** of the Entrance Test will be uploaded on the School website in the afternoon on **02 March 2025 (Sunday)**.
10. The marked Response Sheets/Answer Papers attempted by the candidates will be WhatsApped to the respective students in the subsequent week of the result declaration.
11. Parents of the selected students will have to visit the School to collect the **Admission Form(s)** of their child(ren) on **04 / 05 March 2025** (Tuesday / Wednesday) during school office hours.

12. The Admission Form, complete in all respects, is to be filed by the last date. **On furnishing the Admission Form**, School Enrollment Number is allotted by the Front Office of the School.

Submission of Admission Form

**05 / 06 March 2025 (Wednesday / Thursday)**

13. In case the said procedure is not followed accordingly within the specified time span, the allocated **seat will be considered as vacant** and the School management reserves the right to offer it to the candidate who stands next in the waiting list.
14. The students, who miss the merit to qualify for admission by one/two marks, **may be considered for admission** if the School finds some seat(s) vacant after the expiry of time period for the submission of admission forms.
15. **Teaching Work** will commence on **Saturday, the 8<sup>th</sup> of March 2025** at 07:15 am ... In sha ALLAH.