

INTERNATIONAL INDIAN SCHOOL – DAMMAM

REF: IIS: PRINC: CIR: 1012:18

13 February, 2018

Circular

**REGISTRATION FOR ADMISSION 2018 - 2019**

Dear Parents,

Due to the shortage of space availability there are restrictions for new admissions for the academic year 2018-2019. The Ministry of Education (MOE) has consented for registrations. Admissions will be granted only on the basis of approval from the MOE. For the purpose of registration, online application facility will be available on the website (iisdammam.net). The site will open from Thursday, 15 February, 2018, 10:00 a.m. to Sunday, 25 February, 2018, till 04:00 p.m. Online applications will be received for classes LKG up to class IX. Once the parents submit the application they may take a printout of the same and retain with them. On submission of the application parents will get a reference number in their e-mail id and this number shall be used for all future references. Once the online applications are received, the school will process the applications by verifying the information given in the form. If there are more applications than the number of seats available, lot will be taken and those children who are getting through this lot only will be granted admission. The successful candidates after verification and the lot process will be intimated the date on which they have to come with all documents for the admission process of the children. If admission test is required that information will be given at the time of registration. Parents can come with the children for the test on the stipulated dates and based on the results they can complete the admission process. LKG parents will be called for an interview and admission will be granted on that basis.

Minimum age for admission in LKG is 3 years and 6 months as on 31<sup>st</sup> March, 2018 and for subsequent classes it will increase accordingly.

If the parents are finding any difficulties in filling the online applications and submitting the same they can contact the following officials in the number given against them:

- |                         |                          |            |
|-------------------------|--------------------------|------------|
| 1) Mr. Venugopalan Nair | Admission Officer        | 0561521598 |
| 2) Mr. Ghouse Sharif    | Sr. System Analyst       | 0559854517 |
| 3) Mr. Pervez Ahmad     | Admin Supervisor         | 0508758544 |
| 4) Mrs. Vasantha J      | Clerk – Accounts Section | 0533584348 |

**Online submission of application will not guarantee admission.**

With regards

  
Dr. E K MOHAMMED SHAFPE  
Principal & HOI

