

# INTERNATIONAL INDIAN SCHOOL – DAMMAM

REF: IIS: PRINC: CIR: 0139:23

26 February 2023

## CIRCULAR

### New Admissions for Classes LKG & Above for the Academic Year 2023-24

Dear Parents,  
Greetings from IIS Dammam

International Indian School, Dammam is making arrangements for granting admissions to the Indian students in different classes for the coming Academic Year 2023 - 2024.

The age limit of the child, calculated as on 31<sup>st</sup> March, 2023 for granting admission to various classes is mentioned below.

Class	Age
LKG	3years 6 months - 4years 6months
UKG	4years 6months - 5years 6months
Class I	5years 6months - 6years 6 months
And so on	

The Link for online registration for admission to various classes is available in the school website [www.iisdammam.edu.sa](http://www.iisdammam.edu.sa).

Parents should fill up all the required details of their wards in the online registration form and submit it online. Once the submission is done successfully an auto-generated reference number will be available. This number should be retained for future references and use.

Printout of the form submitted online should be taken and submitted along with all the other documents at the time of admission. The date for admission test (if required) and the date of admission will be intimated via SMS / Email. The Parents should make it convenient to visit the Boys' Section on the allotted date and time to complete the Registration / Admission formalities. Online Registration does not guarantee admission.

Admission will be granted on the basis of age and admission test up to Class III.

Transfer Certificate and Pass Certificate / Progress Report from a CBSE Affiliated / Recognized State Board School is compulsory for seeking admission in Class IV and above.

Provisional admission for non IISD Students will be given in Class XI based on the eligibility, admission test and the availability of seats.

For admission in class X and XII, parents are advised to approach the COE in the Boy's Section in order to get more information on seat availability, minimum documents requirement and admission procedure.



Parents are advised to do the Online Registration at the earliest in order to ensure admission for their wards.

Registration & schedule of Admission test dates in the school will be intimated later. Your support and co-operation is solicited.

**You are requested to bring the printed application along with the following documents for verification at the time of admission:**

1. Original Passport of the Child for verification.
2. Passport & Iqama copies of father, mother & child (2-Iqama copies of the child)
3. Iqama copy of the father & child showing last renewal status (Absher print-out).
4. Visa stamped page of the child's passport (for new arrival in the kingdom and whose iqama is under process).
5. Original Transfer Certificate from the last school attended for admissions from Class IV and above
6. Two recent passport sized photographs.
7. Original Mark sheets of the final examination and CBSE Registration Number in case of admissions for classes X and XII.

In order to confirm the admission of your ward the applicable establishment fee and the tuition fee for April 2023 has to be paid immediately. For details regarding the fee payment and refund rules kindly refer to the Prospectus 2023-2024 available on the school website.

**Kindly note:**

1. Please do not bring your child along with you.
2. Only one parent is allowed to come with all the documents.
3. Admissions are granted only to those children who are holding valid Iqama.
- 4. Children on visit visa will not be granted admission.**

In case of any queries, following officials can be contacted between 8:00 am to 2:00 pm:

1) Ms. Mini Jaison	Receptionist	0571531457
2) Ms. Bobina Mary Mathew	Admin Asst	0510235177
3) Ms. Nasiea M	Admin Asst	0573161297

With regards

  
**MAHENAZ FARID**  
Principal

