

## **TO DO LIST**

The parents who intend to get their child(ren) admitted to Siddeeq Public School, are requested to follow the prescribed procedure for the submission of **Online Application Form** for Entry Test-44.

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., etc.) are to be entered with good care.

**[www.siddeeqeen.edu.pk](http://www.siddeeqeen.edu.pk)**

2. On completing the process of data entry, the computer generated **Permission Slip** (Roll No. for Entry Test) is to be got printed.

Registration Period for Entry Test	13 February 2021 (Saturday) to <b>28 February 2021 (Sunday)</b>
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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 **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	
On all week days (Monday to Sunday)	08:00 a.m. to 05:00 p.m.
For Juma prayer, the services will be suspended for a couple of hours (12:30 to 2:30 p.m.)	
Focal Persons at Students Facilitation Desk	
Rawalpindi Campus ... Mr. Tauqir Afzal ... 0331-6354168	
Islamabad Campus ... Mr. Muhammad Zaheer Abbas ... 0333-8886771	

6. 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

7. 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:
  - Outline of Syllabus for the Test
  - Model Papers of the respective Class/Grade
  - Entry Test Papers of the previous years
  
8. Aspiring candidates for Grade 2 to 8 are provided an opportunity to join the **Online Interactive Sessions** as guideline for the Entrance Test. The gratis virtual classes will be arranged in the evening session as:
  - Teaching Week ... 22 to 27 February 2021
  - Reinforcement Days ... 01, 02, 03 March 2021
  
9. However, for the guidance of pupils who intend to attempt the Entrance Test for **Grade 1**, the **video lectures** will be uploaded on the School website in the second week of the registration phase.
  
10. **On the scheduled test day**, the student **must bring** with him/her the items mentioned in the check list.

Scheduled Days for the Conduction of Entry Test	
<b>Class: 1</b>	<b>07 March 2021 (Sunday)</b>
<b>Class : 2, Class : 3, Class : 4</b>	<b>05 March 2021 (Juma)</b> 03:30 p.m. to 05:15 p.m.
<b>Class : 5, Class : 6, Class : 7, Class : 8</b>	<b>06 March 2021 (Saturday)</b> 03:00 p.m. to 05:15 p.m.

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) (Fountain/Ink Pen ... for the students of Grade 5 to 8)

11. The **Result** of the Entrance Test will be uploaded on the school website in the evening of **14 March 2021 (Sunday)**.
12. 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.
13. Parents of the selected students will have to visit the school to collect the **Admission Form(s)** of their child(ren) any time from 15 to 18 March 2021 (Monday to Thursday) during school office hours.
14. The Admission Form, complete in all respects, is to be filed before the last date. **On furnishing the Admission Form**, School Enrollment Number is allotted by the Front Office of the School.

Submission of Admission Form
<b>15 – 18 March 2021 (Monday to Thursday)</b>

15. 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.
16. 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.
17. There will be an **Orientation Day** for the new entrants on **Monday, the 22<sup>nd</sup> of March 2021**.
18. **Teaching Work** for the Entry-44 will commence on **Wednesday, the 24<sup>th</sup> of March 2021** at 07:15 a.m. ... In sha ALLAH
19. After attending three-week observatory classes, School dues (Admission Fee) are to be deposited by **Monday, the 12<sup>th</sup> of April 2021**.