

Checklist of Documents for New admissions - 2026

(To be submitted by the Parents on the date of physical joining of their ward(s))

Name of Student: _____

Computer No: _____

1. Information Record Form (**To be filled in DUPLICATE**-(As per format available on school website).
2. Two joint photograph of parents (passport size) & two photograph of student (passport size).
3. **School Agreement** (Indemnity Bond) duly signed by both the parent to be submitted **DULY NOTARIZED ON STAMP PAPER** (as per Format available on school website).
4. Anti Ragging undertaking by parent **DULY NOTARIZED ON STAMP PAPER** (as per Format available on school website).
5. Anti Ragging undertaking by Student (As per Format available on school website).
6. Anti-Alcohol/Drug Abuse Policy Undertaking (as per Format available on School's Website).
7. **Withdrawal Warning List (WWL) Policy** (as per Format available on School's website).
8. **Digital Safety & Responsible Technology Use Policy of the School** (as per Format available on School website)
9. **Original School Transfer Certificate alongwith PEN NUMBER & APAAR ID of Child** (Stating that child is promoted to Class in which he/she is seeking admission at The Lawrence School, Sanawar).
10. Birth Certificate (If not submitted earlier).
11. **Pan Card and Aadhar copy of Father.**
12. **Pan Card and Aadhar Card copy of Mother.**
13. **Aadhar Card** copy of Student.
14. **Defence Serving Certificate** (in case of Defence Serving Personnel – As per Format available on school website).
15. **OCI Card/Study Visa/Passport latest copy** (as supporting documents in case of NRI/Foreign Nationals Students).
16. **Original Registration Form** (duly filled and ink signed by the parents (available on school's website, if not submitted/filled earlier)
17. Report Card copy of the child duly signed by the Principal or by Competent Authority of the School).
18. Caste Certificate, if not in General Category, issued by competent authority of the area.
19. Bank Account will be opened by the parents (in case of new admission Class VII student onwards) either in the School campus SBI Branch on the day of admission or at their own city and must submit it with **Incharge Fees** in the School Office on the physical reporting of the Child.(Please bring spare copy of photo and identity proof of child and father/mother if account will be opened in school campus SBI Branch).
20. Migration Certificate & Character Certificate (In case of XI Class student admission).
21. **Medical Proforma** (As per Format available on School website)

UNDETAKING FORM FROM THE PARENT

**The Headmaster,
The Lawrence School,
Sanawar.**

SUBJECT: Undertaking for submission of the Original Transfer Certificate

Dear Sir,

This is with reference to the new admission of my ward _____ for admission to Class _____, Comp. No. _____ for the academic session 2025-26.

I, Mr./Mrs. _____ hereby undertake that I will submit original Transfer Certificate of my ward _____ within 30 days from the date of signing this undertaking stating that he/she is promoted to the next Class in which my ward is seeking admission at The Lawrence School, Sanawar FOR ACADEMIC SESSION 2025-26. I, hereby give my consent that till the time the said Transfer certificate is submitted by me, the admission of my ward will be considered provisional admission. The admission granted will be treated as cancelled if the original Transfer Certificate as mentioned above is not submitted by me.

With regards,

_____,
Parent Name & Signature.

Date _____

Ph. No. _____

Address _____