



STEWART SCHOOL, CUTTACK

MISSION ROAD, CUTTACK - 753001, ODISHA

(An Institution under the Management of the Diocese of Cuttack, CNI)

(Application Form for Registration of +2 Science / Commerce / Humanities

Admission Session 2023 - 2025)



Sl. No. :

For Office only

A - Issue of Registration form does not Ensure Admission

B - Admission Fee paid will be Non-Refundable and Non-Transferable

- General Instruction :**
1. Fill the form in CAPITAL LETTERS only.
 2. Do not enter registration number & receipt number by yourself.
 3. The form must be duly filled and signed by the parents only.
 4. Incomplete form will not be accepted.

Registration No. : _____

Receipt No. : _____

(Office Use)

(Office Use)

Principals Signature : _____

Date _____

Paste
Recent passport
size photograph
of father

Paste
Recent passport
size photograph
of mother

Paste
Recent passport
size photograph
of the student

Name of the Student (Applicant) : _____ Male/Female (Tick)

Date of Birth : Date Month Year

Date of birth : _____

(in words) : _____

Aadhaar Number :

(Note : Not Mandatory)

Class to which Admission _____

Age as on 31.03.2023 _____

Nationality : _____

Mother tongue : _____

Religion : _____

Blood Group _____

Name of the school last attended : _____

Present Residential Address (Please Give Complete Correspondence Address In Block Letter) :

_____ (Ward No.) _____

_____ Pin _____

Land line No. : _____ / _____

Mobile Number for sending official message (SMS) from School : _____

WhatsApp No. for sending official communication form School : _____

E-mail ID for sending official communication form School : _____

CATEGORY (PUT TICK (✓) IN APPROPRIATE BOX)

NCC		SCOUT/ GUIDE		ROVER/ RANGER		NCC		SPORTS	
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ACADEMIC RECORDS

EXAMINATION	BOARD/COUNCIL	CLASS/ DIVISION	YEAR OF PASSING	MAXIMUM MARKS	TOTAL MARKS SECURED	MARKS SECURED WITHOUT OPT.	REMARKS
HIGH SCHOOL OR EQUIVALENT EXAMINATION							

(Attach attested photo copies of pass certificates / marks sheets)

SUBJECTS OPTED FOR

COMPULSORY SUBJECTS		ENGLISH		<i>Optional Subject Are : Physics/ Chemistry/ Biology/ History/ Geography/ Political Sc./ Sociology/Accounts/ Commerce/ Economics/ Business Studies/ Mathematics/ Computer Sc.</i>	
OPTIONAL SUBJECT	1.	2.	3.	4.	

Submitted by me

Full Signature of the Applicant

Date :

<p>Father</p> <p>_____</p> <p>Phone Number : _____</p> <p>Email Id (In capital letters) : _____</p> <p>_____</p> <p>(Kindly open an email ID in case you do not have one)</p> <p>Aadhaar Number : _____</p> <p>Occupation / Business : _____</p> <p>Designation : _____</p> <p>Organisation where working : _____</p>	<p>Mother</p> <p>_____</p> <p>Phone Number : _____</p> <p>Email Id (In capital letters) : _____</p> <p>_____</p> <p>(Kindly open an email ID in case you do not have one)</p> <p>Aadhaar Number : _____</p> <p>Occupation / Business : _____</p> <p>Designation : _____</p> <p>Organisation where working : _____</p>
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Local Guardian Name & Address :

Signature

Permanent Address :

_____ Pin: _____

DECLARATION

I / We hereby certify that the above information provided by me / us is correct and / We understand that if the information is found to be incorrect or false, my ward shall automatically be debarred from the selection / admission process. I / We also understand that the application / registration / short listing does not guarantee admission to my ward. I / We will accept the process of admission undertaken by the school and I / We will abide by the decision taken by the school authorities.

	Name	Signature
Date : _____	Father : _____	_____
Date : _____	Mother : _____	_____

UNDERTAKING NO. - 1

I know that Stewart School, Cuttack is a Christian Minority Educational Institution. The School begins with assembly, where religious instructions are imparted in Christian manner. I voluntarily give my willingness on behalf of my ward to attend the above assembly.

I hereby undertake that my ward will attend the school assembly.

Name of Father : _____	Name of Mother : _____
Signature of Father : _____	Signature of Mother : _____

UNDERTAKING NO. - 2

1. I Promise to abide by the rules of the school as mentioned in the School Diary and also available in School Website.
2. I will regularly visit the School website for taking notes of school notice.
3. I hereby give my consent that I will have no objection towards the decision of enhancement of school fee or any genuine hike that may occur from time to time as per the decision of School Management.
4. I will abide by the COVID guidelines at the time of Physical Classes.
5. I will respond to all notices through SMS / School Diary from time to time.
6. I will attend all parent-teachers' meeting as and when informed by the school physically or virtual Parents-Teacher Meeting.
7. I will ensure that my ward will not carry single used only pack to school for carrying tiffin / snacks / other articles.
8. I will ensure that my ward will attend On-line classes in the event classes are suspended due to any natural calamity or epidemic, I will ensure that my ward will write on-line examination in case classes are suspended.
9. In case of any child right violation happens to my child, I shall immediately report to ACPO (Assistant Child Protection Officer) of the School in written.
E-mail ID : _____ Phone No. : _____
10. To ventilate any other grievance, I will meet the Principal of Stewart School, Cuttack on Wednesday between 5 - 7 P.M. (This is without prior appointment)

Name of Student : _____

Date _____

Parents Signature

List of Documents attached :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Submitted by me

Full Signature of the Applicant

Date :

INTIMATION LETTER (Provisional)

**Affix
adequate
Postage
Stamp**

(To be filled in by the applicant)

Name of the applicant
Index No.
Merit list
Class
Date of admission
Time of admission From to

To
Name : _____
C/o. : _____
At : _____
P.O. : _____
Dist. : _____
PIN : _____

N.B. : Bring three attested passport size photos
and all original documents for verification.

PRINCIPAL
Stewart School, Cuttack

INDEX LETTER

**Affix
adequate
Postage
Stamp**

(To be filled in by the applicant)

Index No.

Class applied for

To
Name : _____
C/o. : _____
At : _____
P.O. : _____
Dist. : _____
PIN : _____

Receiving Officer
Stewart School, Cuttack

DOCUMENTS REQUIRED TO BE ENCLOSED WITH THE APPLICATION FORM

1. Passport size Photos of both the Parents and Ward to be affixed on the form at prescribed place.
2. Photocopy of the Birth Certificate of the ward duly self-attested by the Parents.
3. In case of Christian candidate, Baptism Certificate of both the parents have to be submitted along with recommendation of Church's Secretary / Pastor / Priest in the prescribed format (shall be given at the time of admission).
4. Photocopy of the proof of employment / Profession / Business / Shop (Self attested)
5. In case either of the Parents is an Alumni, photocopy of the ICSE Pass Certificate duly attested. (As per C of School specific Parameter in Page-2 of form)
6. In case the sibling of the applicant, is studying in Stewart School, Cuttack, the photocopy of the previous year's report card duly self-attested by the parents.
7. Photocopy of Aadhar Card of both the parents duly self attested.
8. Proof of local Residential Address (Self attested)
(Electric Bill / Telephone Bill / Voter ID Card / Driving License)
9. Photocopy of selection / pre-board Examination.
10. Photocopy of std. 10 (ICSE / CBSE) Admit Card.