

SMT. SUNITIDEVI SINGHANIA SCHOOL, THANE
Nursery 2026-27 - Document Verification

Dear Parents,

The document verification will be done in school on Friday, 19th December, 2025 from 9:00a.m. to 11:00a.m.

On the day of document verification, **any one parent is required to visit the school** for submission of the valid documents. **The student is not required to accompany the parent** for the document verification process.

If your ward receives a provisional admission and the parent(s) are abroad or out of station on the scheduled dates, you are required to **authorize the ward's grandparents, a relative, or a local guardian**—through a **signed letter of authority**—to submit the necessary documents on your behalf. This authorization will ensure that the provisional admission is secured.

Parents of the provisionally selected children for Nursery (2026-27) based on random sampling will have to produce the following **documents for verification** in the school.

1. The printout of the online application form strictly on the A4 size paper duly signed by both parents.

The original and one self-attested photocopy of the following documents:

2. The original and one self-attested photocopy of the Birth Certificate of the applicant
 - Gazette copy in case if any change/s in the name / spelling of the applicant other than mentioned in the birth certificate.
 - Adoption Deed in case of adopted children.
3. Unmasked Aadhar Card copies of the student and both the parents.
4. Copy of Caste Certificate of child if applicable (SC, ST, NT, OBC, DT(A), SBC)
5. Residence proof in the parent's names (any one of the following):
 - Recent Electricity bill
 - Recent Landline bill (not mobile)
 - Valid Passport
 - Ration Card (only in case of parents staying in a joint family).
 - Valid Aadhar Card or
 - Copy of Agreement with the builder – Index Page and Address Page
 - Possession letter from the builder.
 - Leave & License Agreement - registered rent / lease agreement receipts / copy in case parents staying in leased apartments.
 - Company letter in case the accommodation is provided by the company of either of the parents.

In case of any of your certificates are in languages other than English, please submit a notarized copy of the certificate translated in English.

It may be noted that the provisional admission may be denied to on the following grounds:

- Failure to submit one or more documents as required in original and with an attested photocopy
- Falsification of any documents/ information.

Warm regards,

Dr. Revathi Srinivasan

Director – Education and Dean
Singhanias Schools