Skoolzo - Model Private School Online Admission Form – Parent Guide

Fill the form in three parts, keep your passports and the child's photo at hand, and enter every detail exactly as printed in the passport. Once you click Submit, the form cannot be edited.

Keep ready before you start

☐ Child's passport (name, number, date of birth, birth place)
☐ Father's and mother's passports (numbers)
☐ Child's recent photo (JPG or PNG, face clearly visible)
☐ Child's Emirates ID number, if the child has one
☐ Previous school details: school name, class, year, reason for leaving
☐ Parents' mobile numbers and email addresses you actively use
☐ If applying as an alumni child: the alumni parent's name, last class and year of leaving

The process at a glance

1. Open the Online Registration page and fill in Basic Details, Academic Details and Family Details.
2. Type the captcha and click **Proceed**. You receive a **Reference Number**; note it down.
3. Review every detail on the summary page, tick the confirmation box and click **Submit**.

To come back later, use **Check Your Form Status** on the registration page with your Reference Number. A form shows *Not Submitted* until you complete step 3.

Step 1: Basic Details (the child)

Enter everything exactly as in the child's passport. Fields marked * are required.

Field	What to enter
Given Name *	Child's first and middle names as in the passport
Surname	Family name as in the passport; leave blank only if the passport has none
Gender *	Select from the list
Date of Birth *	As in the passport, in MM/DD/YYYY format (for example 03/31/2020)
Passport Number *	Child's own passport number, capital letters, no spaces
Age as of 31st Mar 2027 *	Grey field, filled automatically from the Date of Birth. Do not type; just check it looks right

Field	What to enter
Birth Place *	Place of birth as printed in the passport
Nationality *	As in the passport (for example INDIAN)
Mother Tongue *	The language spoken at home (for example MALAYALAM)
Religion *	Your religion, as you wish it recorded
Caste *	The form requires an entry. Enter your community or caste as per your records
Blood Group *	Select from the list
Emirates Id	Optional. Enter the child's Emirates ID number if available
Student Photo	Drag and drop a recent photo, or click to browse and select it

Fields shown in grey are filled automatically from your earlier entries and cannot be typed in. If the Age looks wrong, correct the Date of Birth. Common mistake: entering a nickname instead of the passport name.

Step 2: Academic Details

Field	What to enter
Date of Application *	Grey field, filled automatically with today's date
Academic Year *	Grey field, filled automatically (2027-28)
Class *	The class the child is applying to for 2027-28 (for example GRADE II)
Class Attended	The class the child is studying in now (for example GRADE I). Leave blank for a new starter
Admission Type *	Select the option that applies to your child from the list
Previous School Details	Write in this order: school name - class - year - reason for relieving. Example: ABC School - Grade I - 2026 - Relocation

If you select Admission Type "Alumni"

Extra fields appear for a child whose parent studied at Model Private School.

Field	What to enter
Alumni Type	Select the relation (for example Parent)

Field	What to enter
Alumni Name	Full name of the alumni parent
Alumni Admission No.	The parent's old admission number, if known. Leave blank if not known
Relieved Class	The last class the alumni parent completed at the school
Relieved Year	The year the alumni parent left the school

Step 3: Family Details (the parents)

All fields marked * are required, for both parents. Enter each parent's own details; do not copy one parent's passport number or phone into the other's fields.

Field	What to enter
Father Name *	Full name as in his passport
Father Passport No. *	His own passport number
Father Phone *	Mobile number you actively use (country code optional, digits only)
Father Email *	An email you check regularly; school updates and admission status are sent here
Father Occupation *	Job title or profession. Enter "Not applicable" if none
Mother Name *	Full name as in her passport
Mother Passport No. *	Her own passport number
Mother Phone *	Her mobile number
Mother Email *	Her email address
Mother Occupation *	Job title or profession. Enter "Homemaker" or "Not applicable" if none
Address (UAE)	Optional. Your current residential address in the UAE
Address (Native)	Optional. Your permanent address in your home country

Before you click Proceed, type the **captcha** shown on the page. If the page reports a missing field, scroll up to find the red message under that field.

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Review and Submit

After Proceed, the review page shows your Reference Number and every detail you entered. A form that is not yet submitted shows the status *Not Submitted*.

1. Check each detail against the passports, especially names, passport numbers, date of birth, phone numbers and emails.
2. Read the **Online Admission Terms & Conditions** link.
3. Tick the confirmation box: you agree to the terms and confirm that all details are correct. Incorrect information may lead to rejection of the application.
4. Click **Submit**. The form is now final and cannot be changed.
5. Keep your Reference Number to track the application. Check the email address you entered (and its spam folder) for the final confirmation from the school.

Checklist of common mistakes

☐ Name and date of birth match the passport exactly
☐ Grey auto-filled fields (such as Age) look correct
☐ Father's and mother's passport numbers are different and correct
☐ Phone numbers and emails are working and checked often
☐ Class applied for is the right one for 2027-28
☐ Previous school written as: school - class - year - reason
☐ Reference Number saved before leaving the page; email inbox (and spam) checked for the final confirmation

Need help?

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