



# SHARJAH INDIAN SCHOOL

GHUBAIBA

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## OUR VISION

Educate Enlighten Empower

Circular No. SIS/044/2023-2024

9<sup>th</sup> October 2023

Dear Parent  
**Sir/Madam**

According to the new norms of the Sharjah Private Education Authority (SPEA), to regularise the admission of your ward, parents are required to upload the required documents on the SPEA website:

<https://daleel.spea.shj.ae> . Please find attached (pages 2 & 3) the steps to be followed for uploading the documents on the SPEA website. A copy of the same is posted on the school website [www.sissharjah.com](http://www.sissharjah.com) also.

- Emirates ID of the student.
- Birth Certificate of the student.
- Childhood Vaccination Certificate of the student.
- Transfer Certificate (attested).
- Mark list (attested).
- Equivalency Certificate (Grade 11 only).

The details regarding attestation of documents was issued to you during the time of admission. Please go through the same and attest the documents accordingly.

**Delay in the submission of the documents can result in the cancellation of your ward's admission.**

With regards

**PRAMOD MAHAJAN  
PRINCIPAL**



# MANUAL FOR SPEA REGISTRATION FOR NEW ADMISSIONS (AY 2023-24)

Follow the below steps to register your ward:

Download UAE Pass from “iTunes” or “Google Play”.

## Step 1

- Go to website: <https://daleel.spea.shj.ae>
- Sign in with UAE Pass (with sponsor’s mobile number)

## Step 2

- Click on “Add child” (on the right corner of the page)

## Step 3

Enter the following details:

- **Identification No:** - (Type) Emirates ID number of your ward
- **Relevant Type:** Refers to the “sponsor”.
- **Upload documents of the child** (Identity photo refers to Emirates ID)
- Click on “save” button of Right-hand side top corner.

Message appears “Child saved successfully” ... continue to Step 4 for registering the child.

continued...

#### Step 4

- Submit the Registration request.

#### Step 5

- Type **“NO”** in the following columns:
  - Children of the martyrs
  - Student is a person of determination
- **Curriculum:** select **“INDIAN”**
- **Grade:** Current class in which the student is studying at Sharjah indian school

#### Step 6

**Available School: Select “SHARJAH INDIAN SCHOOL.”**

#### Step 7

Click on **“Submit a Registration Request”** on the right-hand side top corner.

#### Step 8

Automatic message appears **“Request sent successfully”** on the right-hand side bottom corner.