



مدرسة ايليت الانجليزية ش.ذ.م.م
Elite English School L.L.C

Re-registration and Transition Procedures for Academic Year 2026-2027

CIR/EES/NOV/2573-25

Date: Nov 19, 2025

Dear Parents,

As the first assessment of the second term (Unit Test 2) and mock examinations are underway, we have begun the important initial preparations to ensure a seamless transition into the Academic Year 2026-2027. This circular is intended to remind you of key procedures that must be completed before the conclusion of the current academic year. Please read the following information carefully:

Re-registration for Academic Year 2026-2027

Re-registration for the upcoming academic year will commence in January 2026. To ensure a smooth and timely process, we kindly request parents to settle any pending fees for the current academic year, 2025-2026. Maintaining fee payments on or before the 5th of every month will help avoid any delays during the re-registration process.

Withdrawal Procedure (TC Intention Acknowledgement)

For parents planning to withdraw their child at the end of the academic year, it is required to send an email to ees@eliteenglishschool.com stating the GR No., Name, Grade & Section, and the reason for withdrawal. To facilitate fair planning and offer opportunities to other students, parents must first complete an Acknowledgement of Intention to Withdraw. Please be aware that this acknowledgement is not the final Transfer Certificate (TC) application. The official TC form can only be collected from the Accounts Department after the final examination results are announced.

Book Set Reservation for Academic Year 2026-2027

Parents are requested to inform the school and reserve the book set for the next academic year by February 5, 2026. Early reservation helps us confirm required quantities and place accurate orders. We encourage you to register early so you can purchase books and uniforms from the school, as these items will not be available externally if stock is not reserved. Being prepared with the complete book set and proper uniform ensures your child starts the new academic year in an organized and smooth manner.

Transport Continuity Form for Academic Year 2026-2027

Parents wishing to continue using school transport services will be given the Transport Continuity Form in January 2026. The completed form should be returned to transport@eliteenglishschool.com by the date specified on the form. This information enables us to efficiently plan transport routes and arrange the appropriate number of buses for the coming year. Please note that continued eligibility for school transport will also be reviewed in terms of payment regularity and repeated disciplinary issues related to transport.

We appreciate your prompt cooperation and support in completing these steps. Timely completion enables us to organize effectively and ensures a smooth start to the upcoming academic year. We encourage parents to continue guiding their child in following the school's disciplinary expectations.

Regards,


PRINCIPAL

