

INTERNATIONAL INDIAN SCHOOL, AL JUBAIL-KSA

IISJ/PRL/002/2020-21

Date: 07.04.2020

Dear Parents,

Keeping the scenario of COVID-19 in view, the Embassy of India has advised to strictly avoid the visits of Parents to the school for books, TC, fee payment, admissions etc. with immediate effect. However, IIS Jubail has made the following facilities and arrangements to help the Parents, to continue the services and address the concerns:

- 1. Book Distribution:** Parents are requested to place the order online following the link <https://forms.gle/XDqpS8xXVibtremY8> The books will be delivered to your home within 8 to 10 working days from the date of receipt of the order. SR 10/- per student will be charged for the same (*except for Company sponsored/reimbursement category*). Please refer the website for the price list. Books for classes LKG & UKG will be available by next week. Parents of these classes are requested to place the order after a week. The missing books will be supplied once the school re-opens. [not included in the prices list]
- 2. Transfer Certificate (TC):** Applications for TC can be downloaded from the school website [under 'DOWNLOADS' tab] and submit the duly signed scan copy to osadmin@iisjubail.org. The concerned department shall intimate you further through the email.
- 3. School Fee** must be paid online ONLY, following the link provided on school website <https://www.iisjubail.org/General/OnlineFeePayment.aspx>
- 4. Admissions** for the new academic year 2020-21: Applications received and registered are under scrutiny and will be intimated through mail for further course of action. For clarification, if any can be reached to admission@iisjubail.org

Note: Parents who are unable to submit the required supporting documents along with application form are advised to download the **UNDERTAKING** form [available on the school website, under 'DOWNLOADS' tab] fill, sign and send the scan-copy to enquiry@iisjubail.org

The school is striving hard to address the concerns and extend required services to Parents and students by means of all possible ways. We request your support and appreciate your understanding during this phase.

Helpline Contacts: contact hours 8 am to 1 pm only, on all working days.

#	DEPARTMENT	E-MAIL	CONTACT NO.
1	Book Distribution	iisj.bookdistribution@gmail.com	0570192477/ 0570021886
2	Transfer Certificate	osadmin@iisjubail.org	0555024915
3	School fee online Payment facility	webmaster@iisjubail.org	0555021095
4	Admissions	admission@iisjubail.org / enquiry@iisjubail.org	0502855530

Academic and other important contact details:

Issues related to:	Primary Contact	Email/Office Phone
Academic	Principal (A)	Email: principal@iisjubail.org Phone: 013-3624130-221 Mobile: 0535554818
Boys(All Sections)	VP- Boys (A)	Email: vpbs@iisjubail.org Mobile: 0554332264
KG, JPS and Girls (All Sections)	VP- Girls (A)	Email: vpgs@iisjubail.org
LKG and UKG (Boys and Girls)	Head Mistress- KG Section	Email: hmkg@iisjubail.org
Class 1 (Boys and Girls) and Class 2(Boys)	Head Mistress- JPS	Email: hmjps@iisjubail.org
Classes 3 to 5 (Boys)	Head Mistress- SPBS	Email: hmspbs@iisjubail.org
Classes 2 to 4 (Girls)	Head Mistress- SPGS	Email: hmspgs@iisjubail.org
Classes 6 to 8 (Boys)	Head Master (A)- Secondary BS	Email: hmsbs@iisjubail.org Mobile : 0554332601
Classes 5 to 8 (Girls)	Head Mistress- Secondary GS	Email: hmsgs@iisjubail.org
Classes 9 to 12 (Boys)	Head Master-Sen. Secondary BS	Email: hmsboys@iisjubail.org Mobile: 0554331180
Classes 9 to 12 (Girls)	Head Mistress-Sen. Secondary GS	Email: hmsgirls@iisjubail.org
Administration	VP-Admin	Email: vpadmin@iisjubail.org Phone: 013-3624130-226 Mobile: 0555023135
Finance/ Accounts	Finance Officer	Email: financeofficer@iisjubail.org Phone: 013-3624130-246 Mobile: 0503175556
IT Dept.	IT-Admin	Email: webmaster@iisjubail.org Phone: 013-3624130-100 Mobile: 0555021095

Note: contact hours - 8 am to 1 pm only, on all working days.

For general queries can be reached at info@iisjubail.org/3624130/3415/3617783

Sd/-
PRINCIPAL
IIS JUBAIL