

INTERNATIONAL INDIAN SCHOOL, AL JUBAIL-KSA

IISJ/PRL/022/2020-21

Date: 09.05.2020

Dear Parents,

Keeping in view the rapid spread of COVID19 positive cases and directives received from competent authorities, it has been decided to strictly avoid the visits of parents to the school for books, TC, fee payment, admissions etc. However, the following facilities and help lines are provided to accommodate /address the concerns.

1. **Book Distribution**: Book distribution to the most of the parents has been accomplished. Parents, who have not received, may contact the numbers given in table below for further assistance.
2. **Transfer Certificate**: Applications for the TC can be downloaded from the school website [under 'DOWNLOADS' tab] and submitted the duly signed and scanned copy to osadmin@iisjubail.org .The concerned department shall intimate you further through the email.
3. The **School fee** must be paid online ONLY, following the link provided on school website www.iisjubail.org. Reach at webmaster@iisjubail.org for any help.
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 @ admission@iisjubail.org
5. Note: Parents who are unable to submit the required supporting documents along with application form are advised to download the **UNDERTAKING** [available on the school website, under 'DOWNLOADS' tab] fill, sign and send the scanned copy of the same 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.

Contact details:

Note: Parents are requested to contact only in between 8 am and 1 pm on all working days.

#	DEPARTMENT	E-MAIL	CONTACT NO.
1	Book Distribution	iisj.bookdistribution@gmail.com	0570192477/0570021886
2	<u>Transfer Certificate</u>	osadmin@iisjubail.org	0555024915
3	Online School fee Payment facility	webmaster@iisjubail.org	0555021095
4	Admissions	admission@iisjubail.org / enquiry@iisjubail.org	3624130-EXT-245 /0502855530

Academic and other important contact details:

Issues related to:	Department/Section	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: hmssboys@iisjubail.org Mobile: 0554331180
Classes 9 to 12 (Girls)	Head Mistress-Sen. Secondary GS	Email: hmssgirls@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: Parents are requested to contact only in between 8 am and 1 pm on all working days.

For general queries can be reached at info@iisjubail.org

Sd/-
PRINCIPAL
IIS JUBAIL