

Step-by-Step Guide – Admission Portal

This guide provides a quick overview of all panels available on The Newtown School Admission Portal and what you can do in each.

Panel	Purpose	What You Can Do
Dashboard	Your starting point on the portal.	- Click 'Register Ward and Apply' to begin your child's registration. - Get an overview of your active applications.
Application Form	Fill in your child's application.	- Enter all required details about your child and family. - Click 'Save as Draft' at any time to save your progress and return later.
My Applications	Manage submitted and saved applications.	- Resume a saved draft by selecting your child's name and clicking 'Complete Form'. - Download a copy of your submitted application form for your records.
Status Tracker	Monitor your application in real time.	- View the current stage of your application. - See when the assessment or interaction has been scheduled. - Check the final admission result once the evaluation process is complete.
Assessments	Manage your child's assessment.	- Download the Admit Card and Syllabus once the assessment is scheduled. - View the date and time of the scheduled assessment or interaction.
Payments	Complete fee payment & Payment History	- Pay the applicable admission fee online to confirm your child's admission. - All payment methods (Debit/Credit Card, UPI, Net Banking) are supported. - View a history of all payments made. - Download fee receipts for your records at any time
Notifications	Stay updated from the school.	- Receive all school communications regarding assessment, interaction, and admission. - Check this panel regularly so you don't miss any important updates.
Documents	Access all documents in one place.	- View and download all documents you uploaded during registration. - Access any documents shared by the school, such as letters or forms.
Post-Admission	Complete your admission formalities.	- Access, fill, and submit all documents required after admission is confirmed. - Includes the Medical Form, Pre-Admission Undertaking, and Sports/Club preferences.