



PRIVATE SCHOOLS REGULATORY AUTHORITY

GOVERNMENT OF KHYBER PAKHTUNKHWA

Office: House No. 18-E, Jamal ud Din Afghan Road, University Town, Peshawar

Phone# 091-9216197.



No.KP-PSRA/AD(R-II)/General/2025-2026

Dated Peshawar the 06/05/2025

To

The Principals of All Private Schools,
Khyber Pakhtunkhwa.

Subject: **MAINTENANCE OF ADMISSION / WITHDRAWAL REGISTERS (AWR)
AND PROPER SLC PROCESS.**

Respected Principals,

I am directed to refer to the subject cited above and to state that the Competent Authority has observed with serious concern that a large number of Private Schools across the Province fail to maintain proper Admission / withdrawal Registers as well as adequate records of School Leaving Certificates (SLCs) of students. This deficiency has resulted in frequent complaints and administrative issues.

2. Therefore, I am directed to inform that all schools operating in the Province shall maintain proper Admission / withdrawal registers and also ensure documentation of record of school leaving certificates.

3. These directives shall be complied in true letter and spirit, please.

Yours faithfully,

(Muhammad Faisal)
Assistant Director
(Registration-II)

ENDST: OF EVEN NO.AND DATE

Copy forwarded to:-

1. All Elected Members, KP-PSRA, for necessary action.
2. PS to Managing Director, KP-PSRA, Peshawar.
3. PA to Director (R&FR), KP-PSRA, Peshawar.
4. PA to Director (Operations), KP-PSRA, Peshawar.
5. PA to Director (Admin), KP-PSRA, Peshawar.
6. PA to Deputy Director (R&FR), KP-PSRA, Peshawar.
7. Main File.

Assistant Director
(Registration-II)