



**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-II(R)/Coord./2025-2026
Dated Peshawar the 04/06/2025

To

The Principals of All Private Schools,
Khyber Pakhtunkhwa.

Subject: **COMPLIANCE WITH PSRA REGULATIONS – MAINTENANCE OF
ADMISSION RECORDS AND FEE STRUCTURE DISPLAY.**

Dear Sir / Madam,

I am directed to refer to the subject cited above and to state that in accordance with the Private Schools Regulatory Authority (PSRA) Regulations, 2018 and the Norms and Standards set forth by the Authority, all private educational institutions are required to:

- i. Maintain an Admission and Withdrawal Register: This register must be duly signed by the head of the institution and should accurately record all admissions and withdrawals.
 - ii. Record School Leaving Certificates (SLCs): Ensure that the SLCs from previous schools are properly documented and maintained for each student.
 - iii. Display Fee Structure Notification: The current fee structure must be prominently displayed within the school premises, ensuring transparency for all stakeholders.
2. I am further directed to state that it is repeatedly being reported that the above mentioned requirements are either not fulfilled or taken seriously.
3. Please be advised that compliance with these regulations is mandatory. Regular inspections will be conducted to ensure adherence. Non-compliance could result in administrative actions as per the PSRA guidelines.
4. For detailed information and updates, please refer to the official website.


(Muhammad Faisal)
Assistant Director
(Registration-II/
Coordination)

ENDST: OF EVEN NO.AND DATE

Copy forwarded to:-

1. All Elected Members, KP-PSRA, for necessary action.
2. Deputy Director (MIS), KP-PSRA, Peshawar with the request to upload the same on official website and forward to all Private Schools Principals via online portal.
3. PS to Managing Director, KP-PSRA, Peshawar.
4. PA to Director (R&FR), KP-PSRA, Peshawar.
5. PA to Deputy Director (R&FR), KP-PSRA, Peshawar.
6. Main File.


Assistant Director
(Registration-II/
Coordination)