




PACE مدرسة بيس البريطانية ذ.م.م.
BRITISH SCHOOL L.L.C.
SHARJAH

Parent Guide to Registering Your Child in SPEA Daleel System

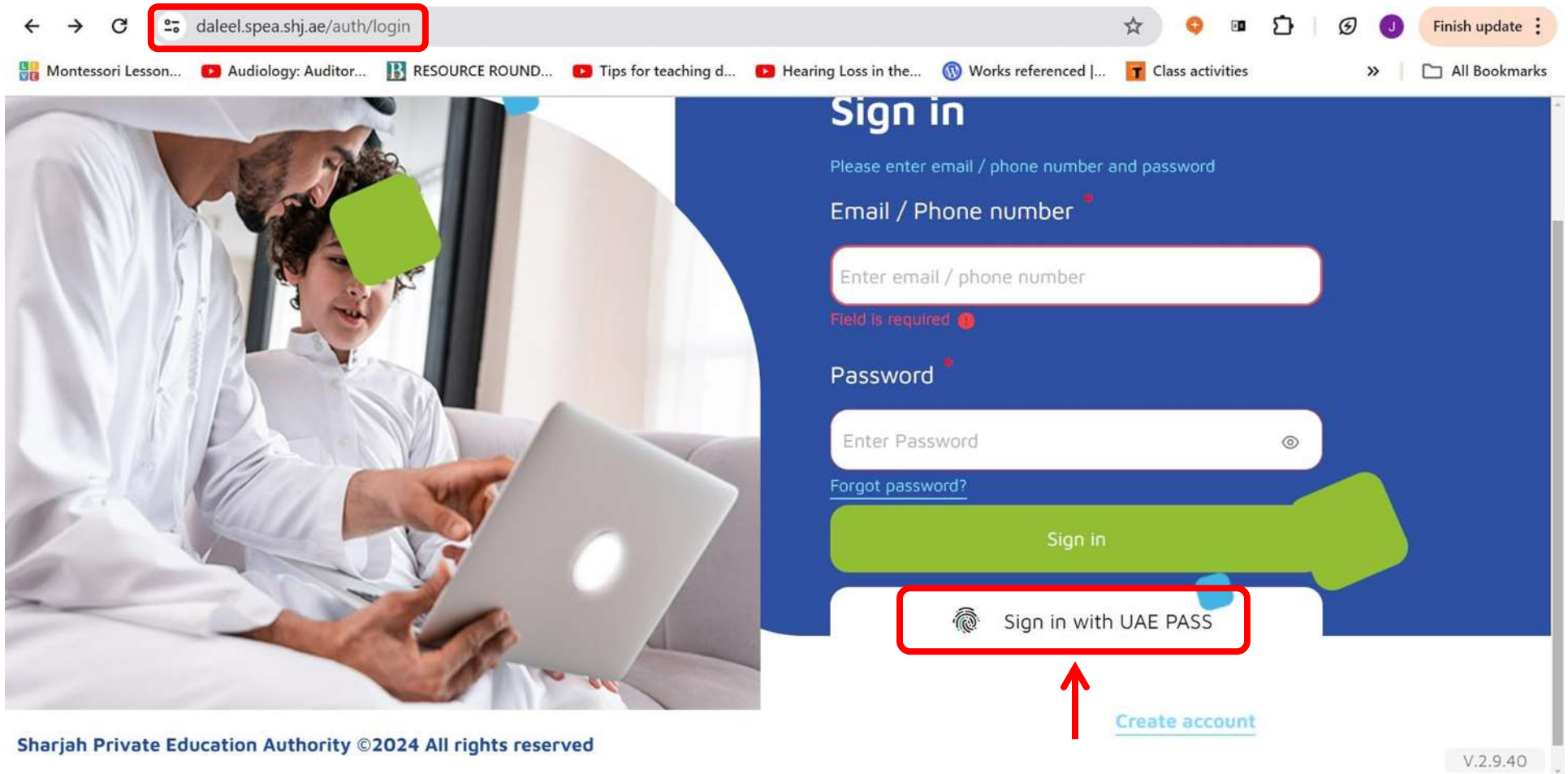
Every child enrolled in a school in Sharjah must be registered in the SPEA Daleel Ministry System under their respective school. As part of the registration process, parents are required to provide specific documents and information to complete their child's registration. This guide outlines the necessary steps to complete your child's registration in the SPEA Daleel system. Please follow these steps carefully to ensure a smooth and successful registration process.

Important Notes:

- Parents must have a **UAE PASS** account to complete the registration process.
- The child must have a **valid Emirates ID**.
- Parents need a copy of the child's Emirates ID, vaccination card, and birth certificate to upload to the system.
- Parents should access the SPEA Daleel System using this link: <https://daleel.spea.shj.ae/auth/login>
- For a better experience, parents should access the system from a **PC or laptop**, not a mobile device.
- The website's main language is Arabic. If you would like to change the language to English, please use the “” icon on the page. Do not use Google Translate.

If you have any questions or need assistance, please contact the school, and we will help you further.

1. Use the link <https://daleel.spea.shj.ae/auth/login> to go to the website. On the page that opens, click the "Sign in with UAE PASS" button as indicated below.



← → ↻ daleel.spea.shj.ae/auth/login ☆ + 📄 🗑️ 🔍 J Finish update ⋮

Montessori Lesson... 📺 Audiology: Auditor... 📄 RESOURCE ROUND... 📺 Tips for teaching d... 📺 Hearing Loss in the... 🌐 Works referenced |... 📄 Class activities >> 📁 All Bookmarks

Sign in

Please enter email / phone number and password

Email / Phone number *

Field is required ⓘ

Password *

 👁️

[Forgot password?](#)

Sign in

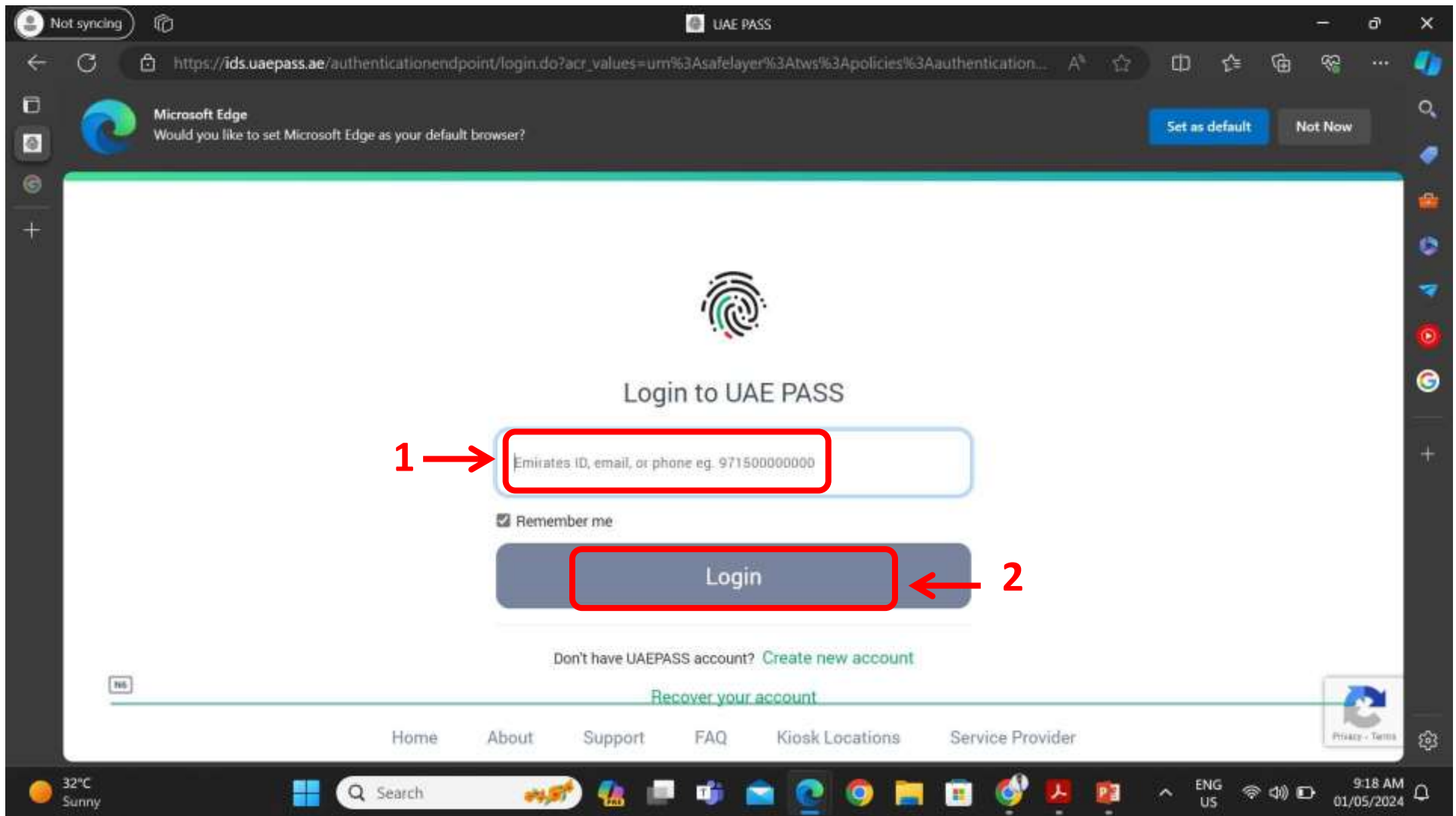
Sign in with UAE PASS

[Create account](#)

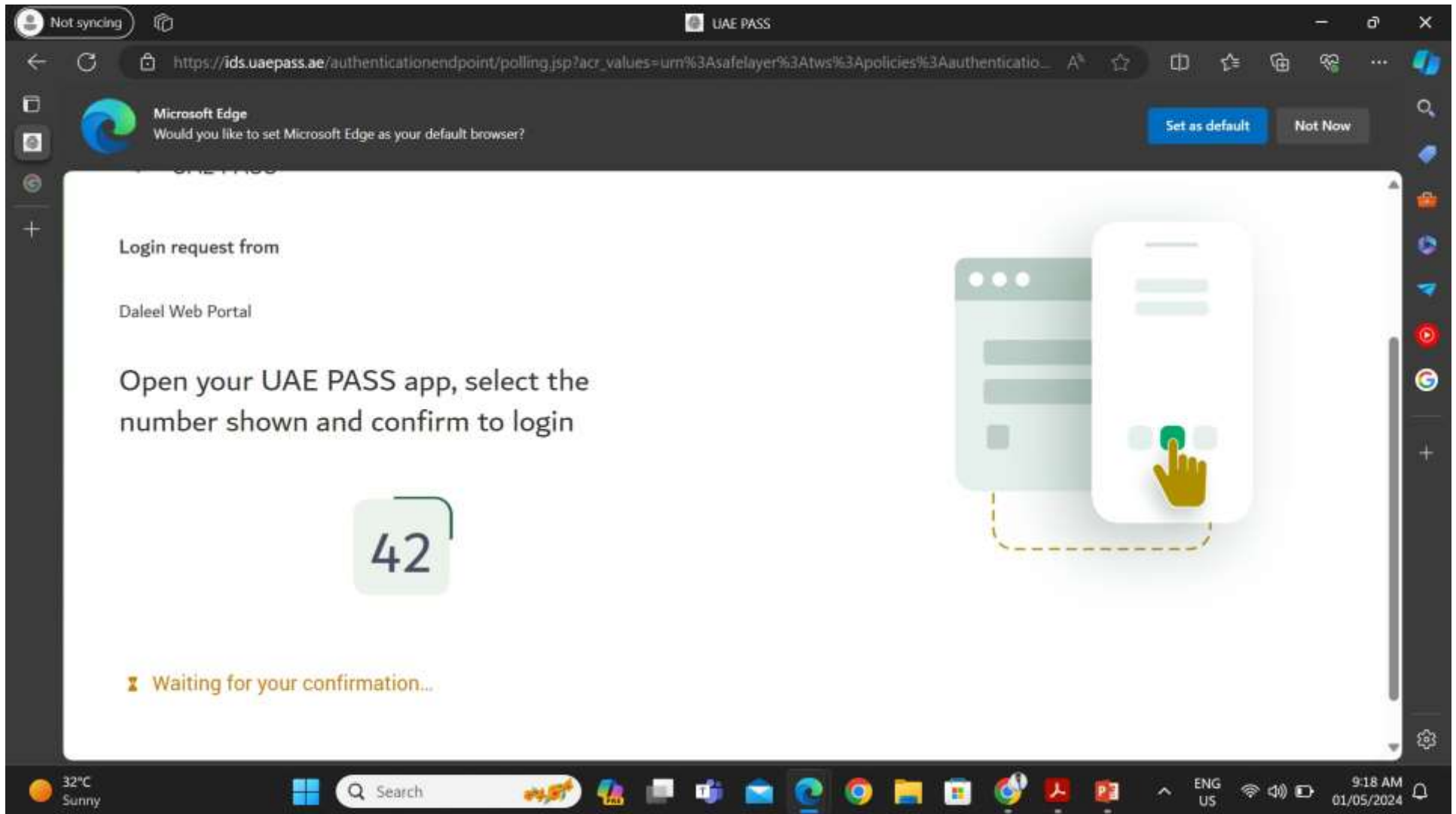
Sharjah Private Education Authority ©2024 All rights reserved

V.2.9.40

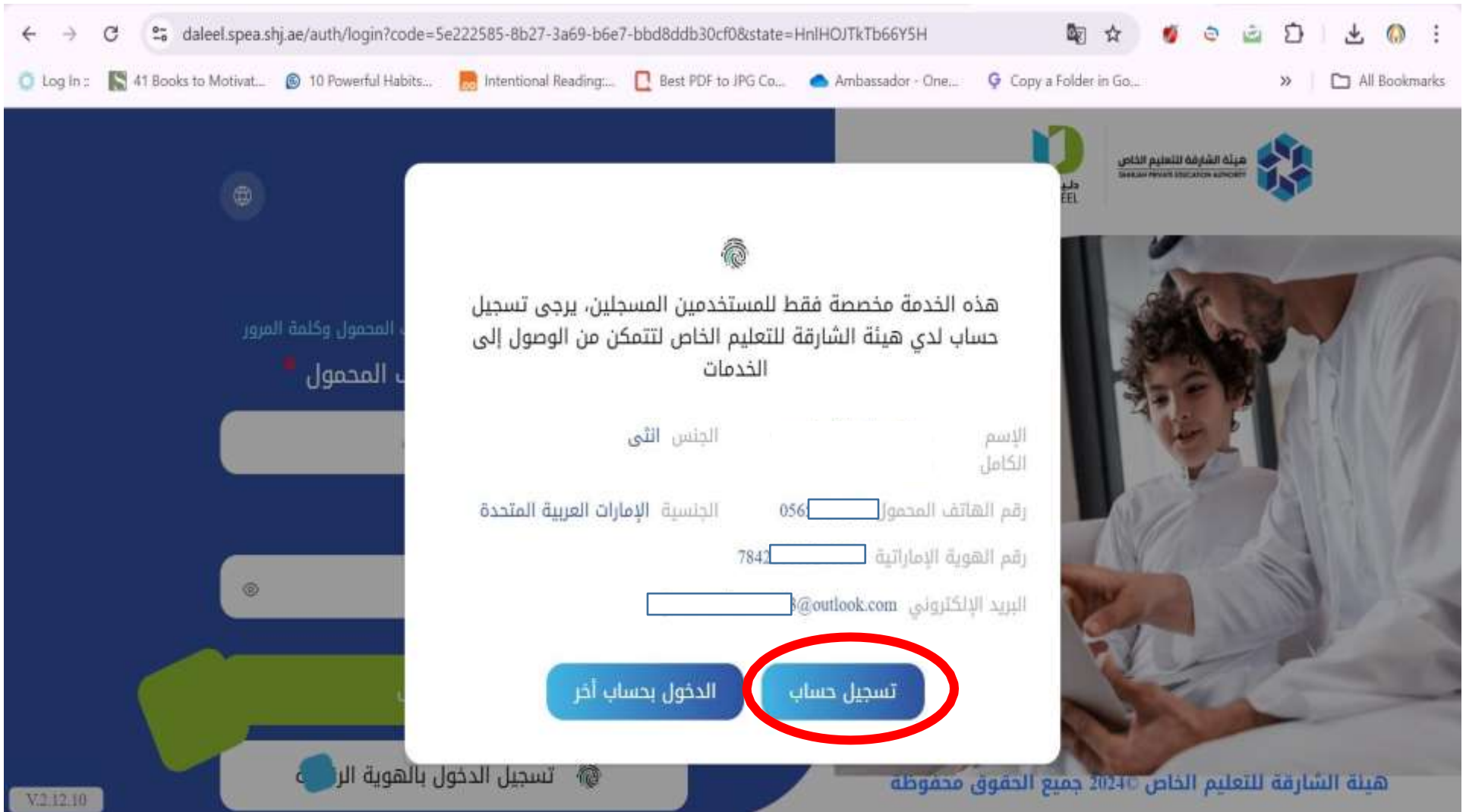
2. You will be directed to the UAE PASS login page. Please enter the father's or mother's EID number in the textbox, then press "Login".



3. A number will appear on the screen. Please open the UAE PASS application and select the same number that you saw earlier on the screen.



- Once you complete the verification, you will be redirected back to the Daleel website. A pop-up message with your details will appear. Click the "Register an Account" button.



The screenshot shows a web browser window with the URL `daleel.spea.shj.ae/auth/login?code=5e222585-8b27-3a69-b6e7-bbd8ddb30cf0&state=HniHOJTkTb66Y5H`. The page displays the Daleel logo and the Sharjah Private Education Authority logo. A white pop-up form is centered on the screen, containing the following text and fields:

هذه الخدمة مخصصة فقط للمستخدمين المسجلين، يرجى تسجيل حساب لدي هيئة الشارقة للتعليم الخاص لتتمكن من الوصول إلى الخدمات

الإسم الكامل

الجنس

رقم الهاتف المحمول 056

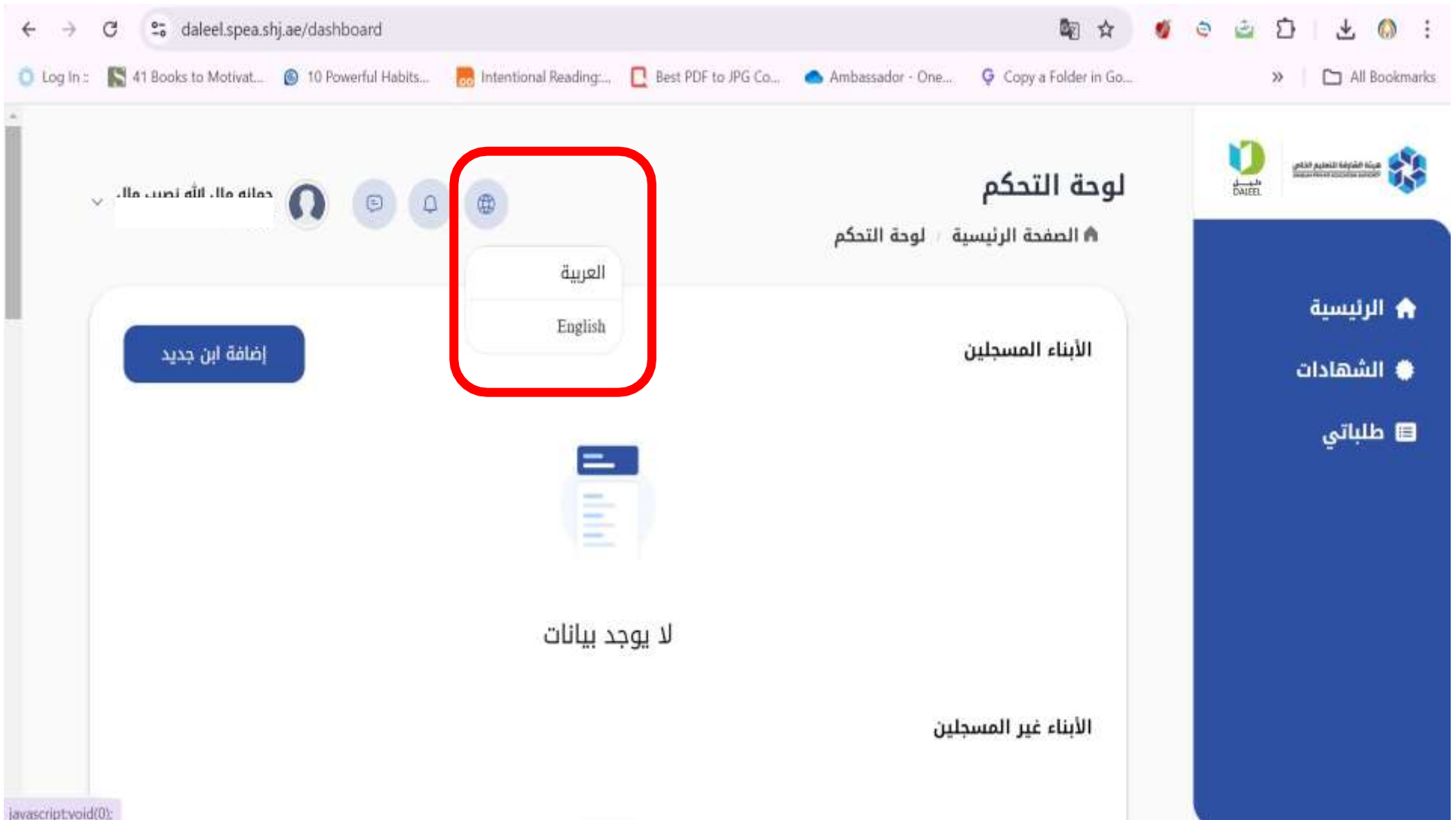
رقم الهوية الإماراتية 7842

البريد الإلكتروني @outlook.com

At the bottom of the form, there are two buttons: "الدخول بحساب آخر" (Login with another account) and "تسجيل حساب" (Register account). The "تسجيل حساب" button is circled in red.

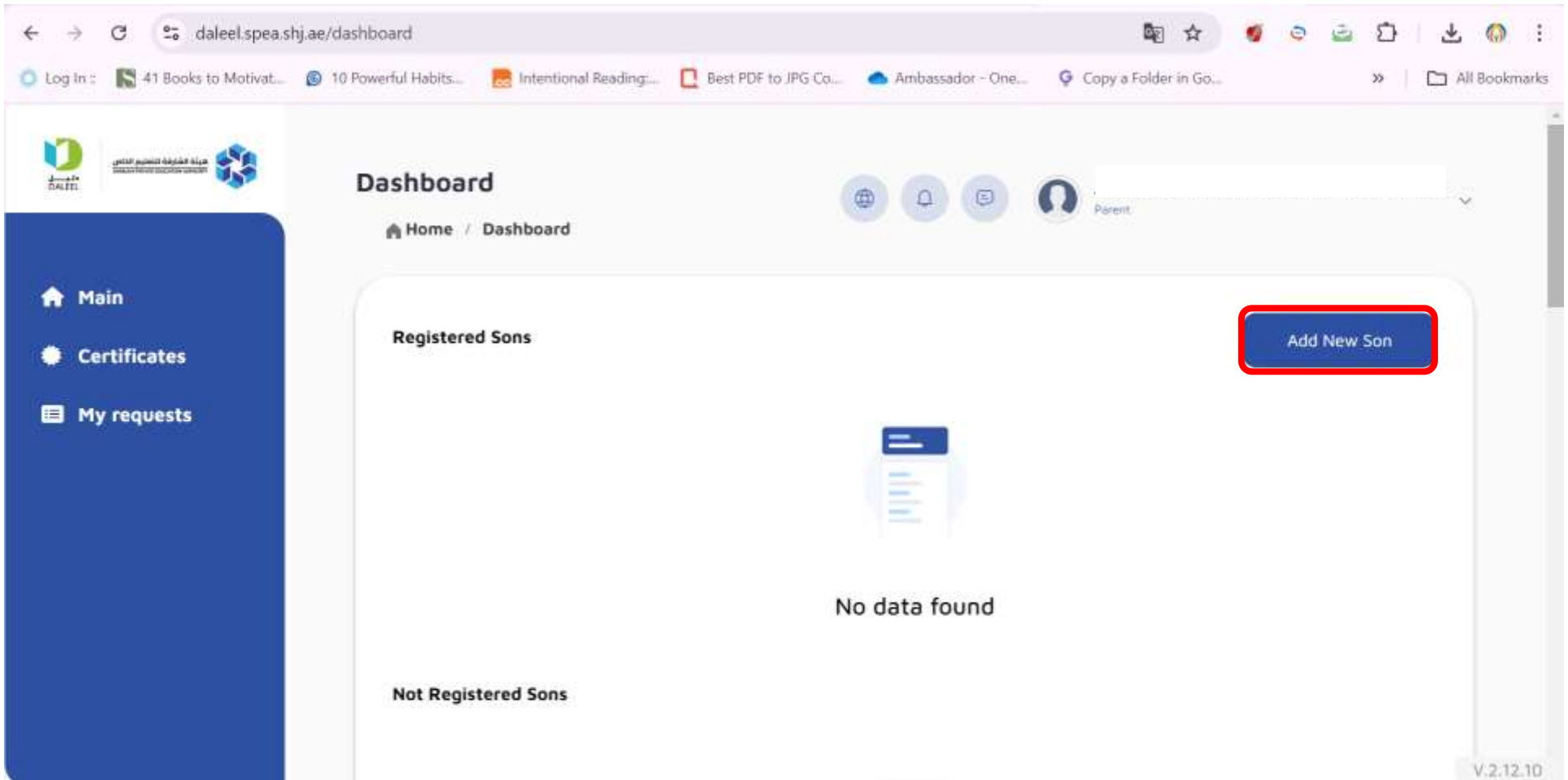
At the bottom of the page, there is a footer with the text: "هيئة الشارقة للتعليم الخاص © 2024 جميع الحقوق محفوظة" and a version number "V2.12.10".

5. You will be logged into your account in the Daleel system. If you would like to change the language to English, please select the option as indicated below.



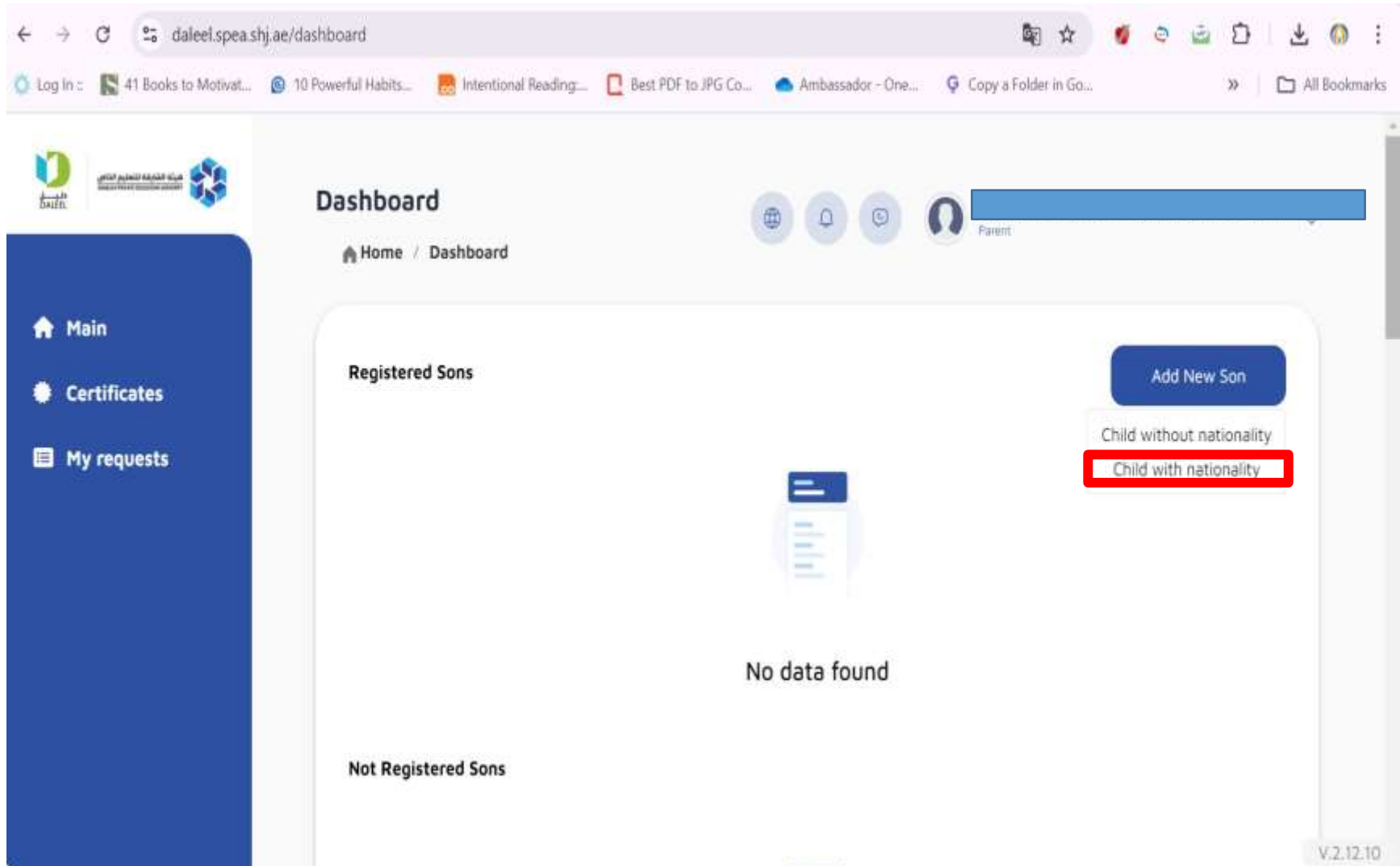
The screenshot shows the Daleel system dashboard. The browser address bar displays 'daleel.spea.shj.ae/dashboard'. The dashboard header includes a user profile, a globe icon for language selection, and the text 'لوحة التحكم' (Control Panel) and 'الصفحة الرئيسية / لوحة التحكم' (Home / Control Panel). A red box highlights the language selection menu, which contains the options 'العربية' (Arabic) and 'English'. The main content area shows a button 'إضافة ابن جديد' (Add New Child) and a message 'لا يوجد بيانات' (No data found). The right sidebar contains navigation links: 'الرئيسية' (Home), 'الشهادات' (Certificates), and 'طلباتي' (My Requests).

6. On the dashboard, please click on “Add New Son” button. Please note that if your child was previously registered in a school in Sharjah, you will find their details on your dashboard.



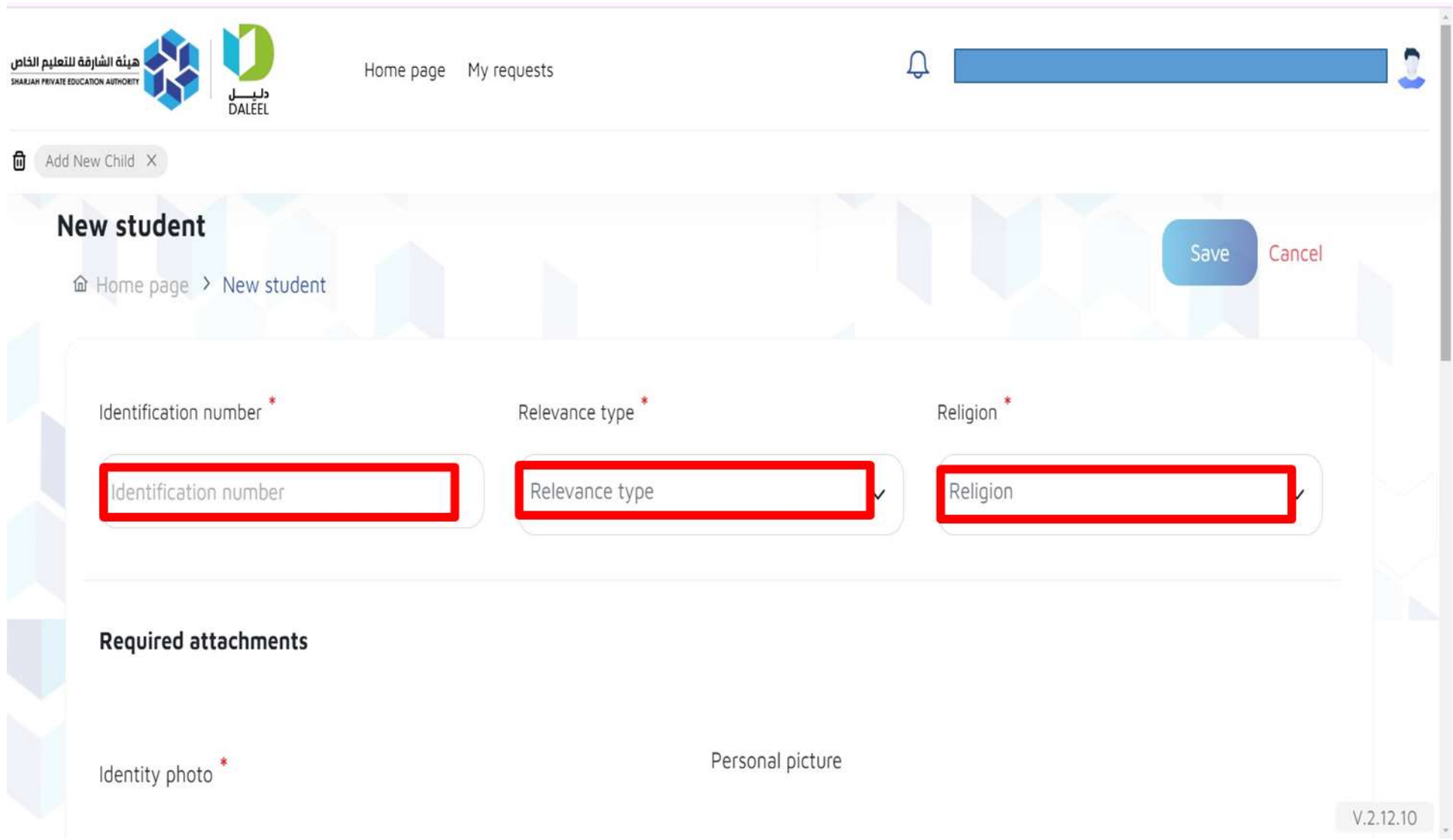
The screenshot shows a web browser window with the URL `daleel.spea.shj.ae/dashboard`. The browser's address bar and tabs are visible at the top. The dashboard itself has a blue sidebar on the left with navigation options: **Main**, **Certificates**, and **My requests**. The main content area is titled **Dashboard** and includes a breadcrumb **Home / Dashboard**. In the top right corner of the dashboard, there are icons for home, notifications, messages, and a user profile labeled **Parent**. The central part of the dashboard features a section titled **Registered Sons** with a red-bordered button labeled **Add New Son**. Below this button is a document icon and the text **No data found**. At the bottom left of the dashboard, there is a section titled **Not Registered Sons**. The version number **V.2.12.10** is displayed in the bottom right corner.

7. Choose “Child with Nationality” option.



The screenshot shows a web browser at the URL `daleel.spea.shj.ae/dashboard`. The dashboard has a blue sidebar with navigation options: Main, Certificates, and My requests. The main content area is titled "Dashboard" and shows a "Registered Sons" section. In this section, there is a button labeled "Add New Son" and a dropdown menu with two options: "Child without nationality" and "Child with nationality". The "Child with nationality" option is highlighted with a red rectangular box. Below the dropdown, there is a "No data found" message and a "Not Registered Sons" section. The version number "V.2.12.10" is visible in the bottom right corner.

8. Enter the child's Emirates ID number in the "Identification Number" field, select "Mother" or "Father" from the drop-down list in the "Relevance Type" field, and choose your religion from the "Religion" field.



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SHARJAH PRIVATE EDUCATION AUTHORITY

دليل
DALÉEL

Home page My requests

Add New Child X

New student

Home page > New student

Save Cancel

Identification number * Relevance type * Religion *

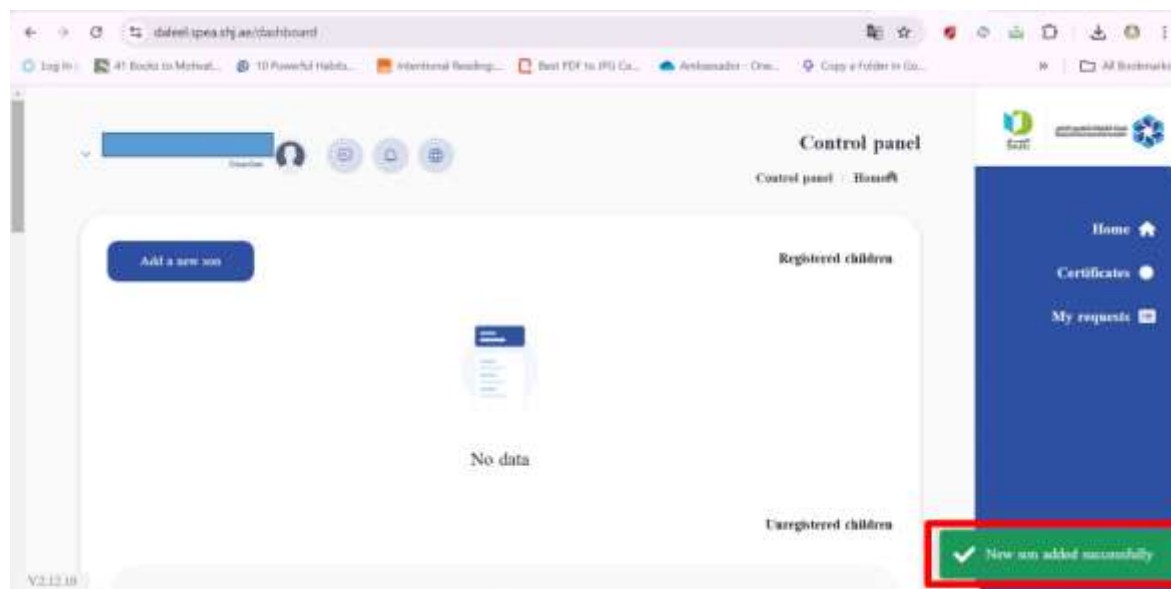
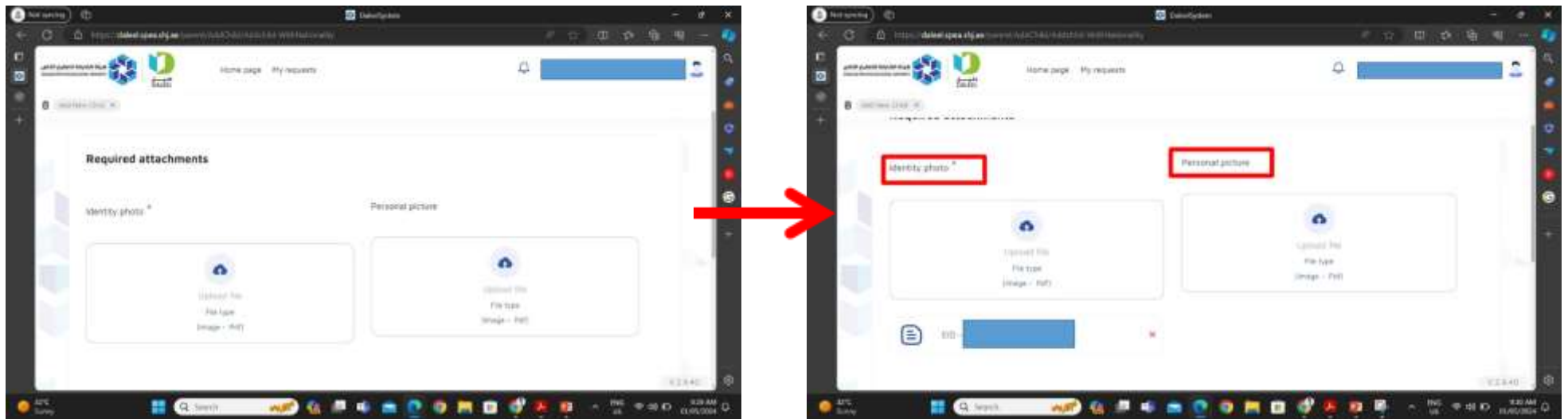
Identification number Relevance type ✓ Religion ✓

Required attachments

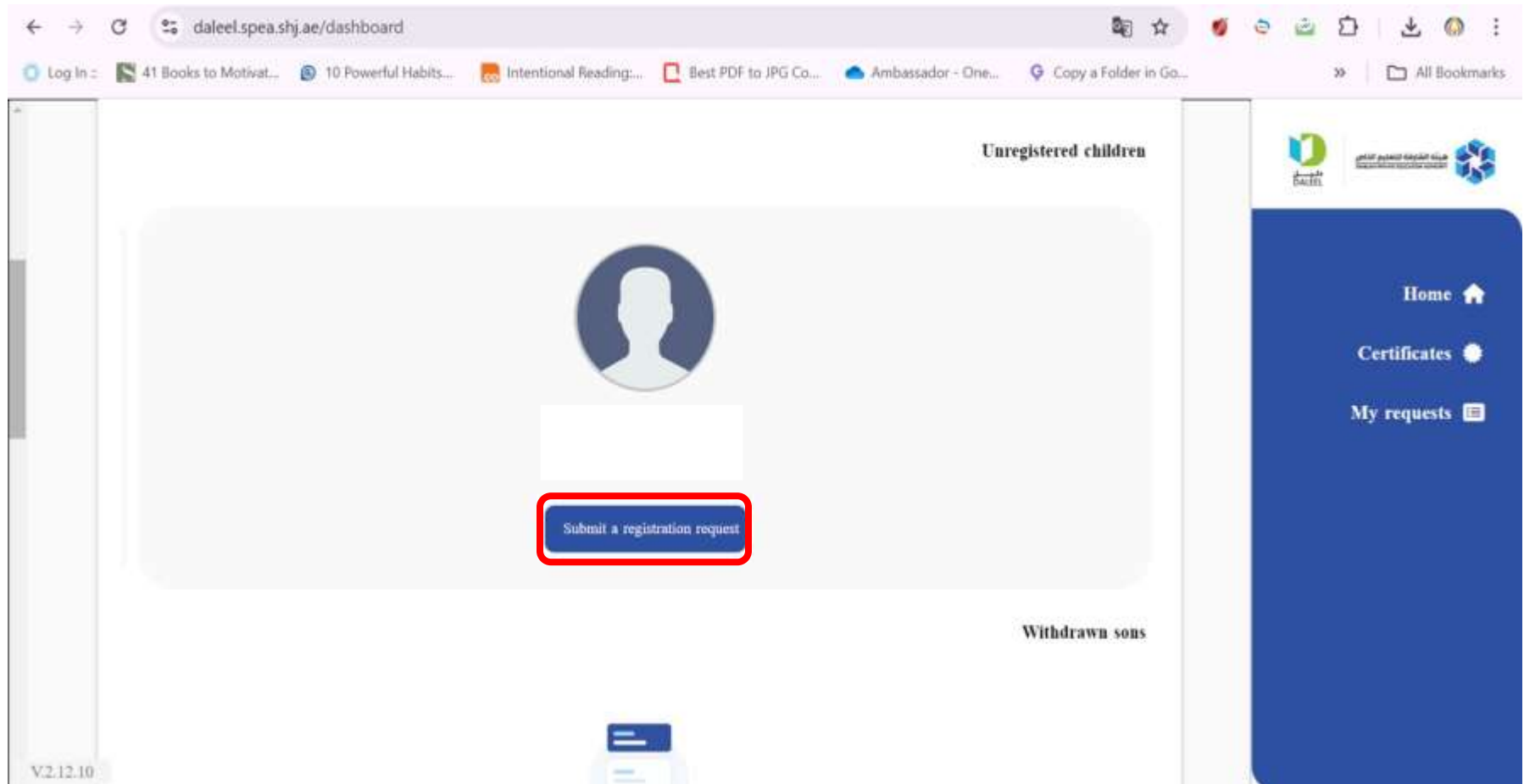
Identity photo * Personal picture

V.2.12.10

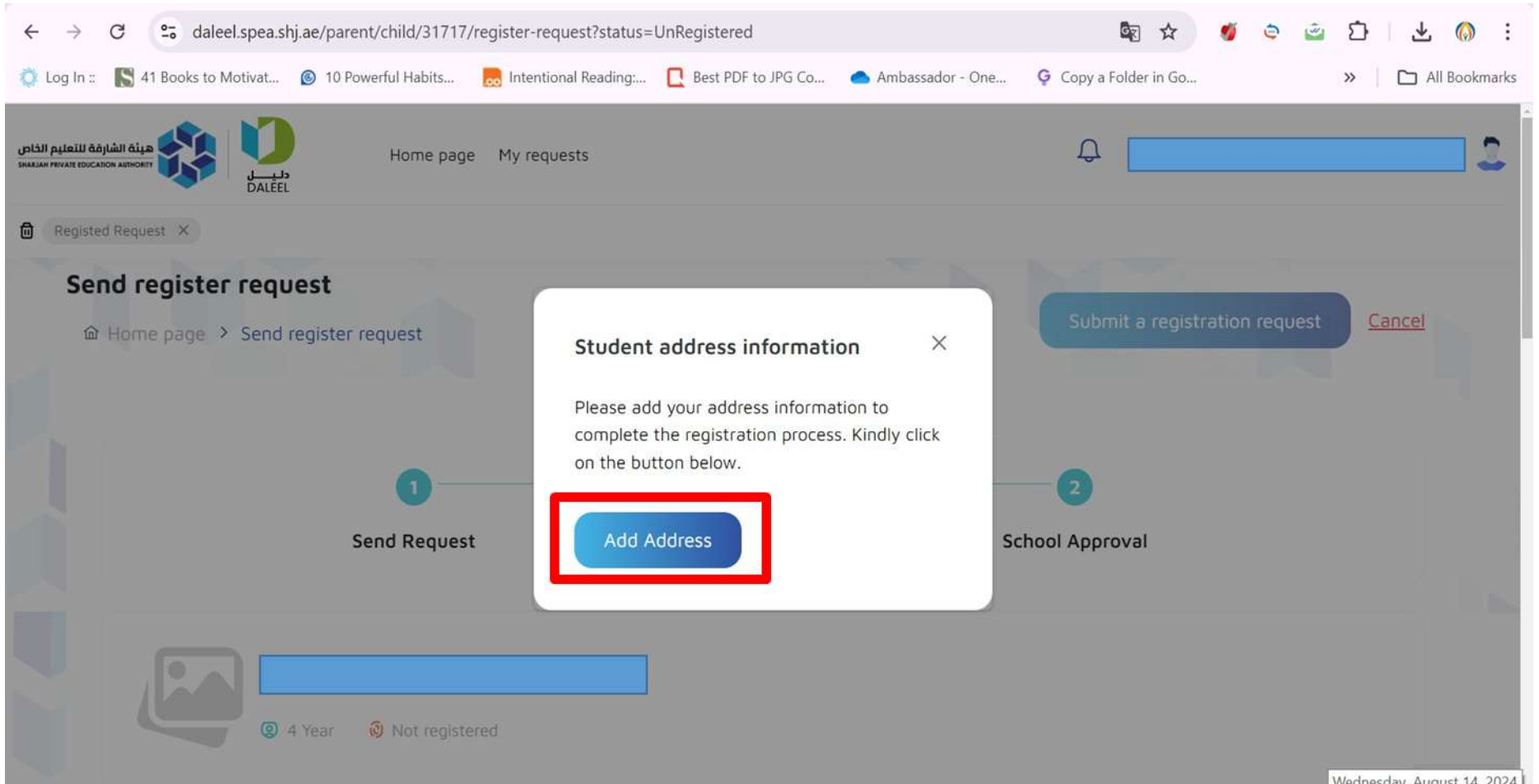
9. In the “Required Attachments” section, upload a copy of the child’s Emirates ID in the “Identity Photo” field, and then press "Save." After saving, you will see the message “New son added successfully”.



10. Your child will be listed under "Unregistered Children". To register the child, please click the "Submit a Registration Request" button.

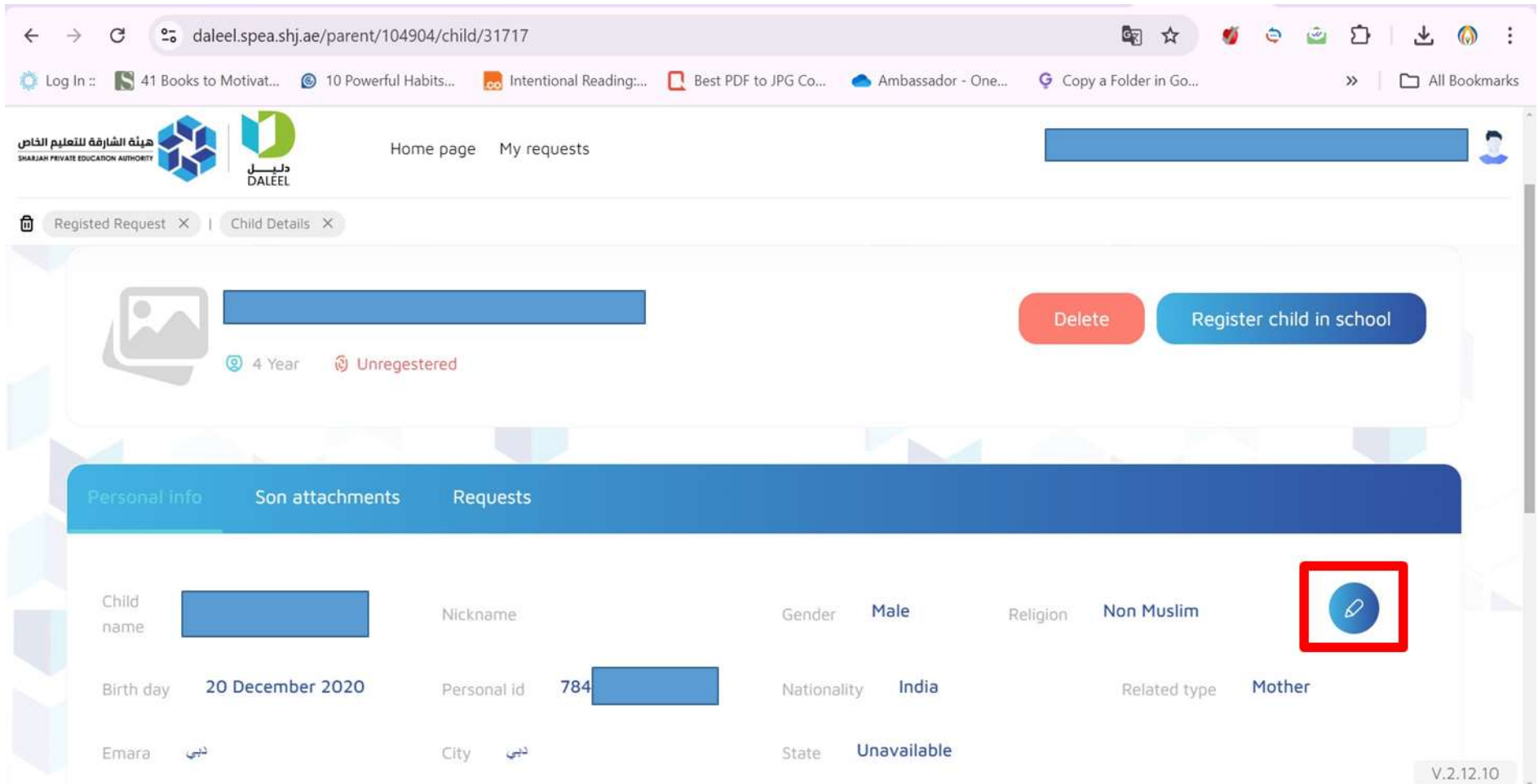


11. You will be directed to the request page. Please click the “Add Address” button.



The screenshot shows a web browser window with the URL `daleel.spea.shj.ae/parent/child/31717/register-request?status=UnRegistered`. The browser's address bar and bookmark bar are visible. The page content includes the Sharjah Private Education Authority (SPEA) logo and the Daleel logo. The main heading is "Send register request". A modal dialog titled "Student address information" is open, containing the text: "Please add your address information to complete the registration process. Kindly click on the button below." A blue button labeled "Add Address" is highlighted with a red rectangular border. In the background, a progress bar shows two steps: "1 Send Request" and "2 School Approval". A "Submit a registration request" button and a "Cancel" link are also visible. At the bottom right, the date "Wednesday, August 14, 2024" is displayed.

12. On the page that appears, click the edit button as shown in the image below.




The screenshot shows a web browser window with the URL `daleel.spea.shj.ae/parent/104904/child/31717`. The page header includes the Sharjah Private Education Authority (SPEA) logo and the Daleel logo. The main content area displays child details for a 4-year-old unregistered child. A red box highlights the edit button (a blue circle with a pencil icon) in the top right corner of the child details section.

Registered Request X | Child Details X

Child name [Redacted] Delete Register child in school

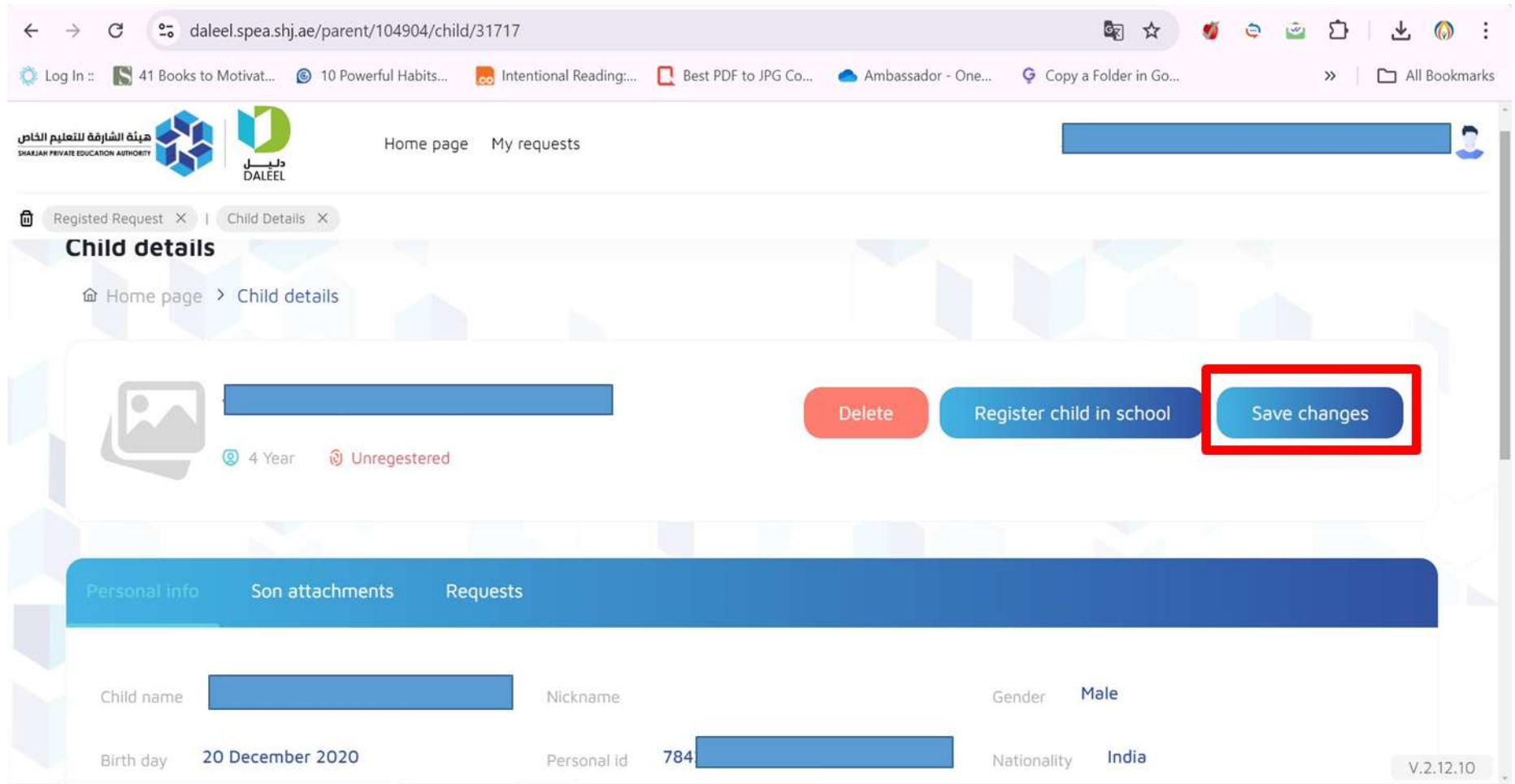
4 Year Unregistered

Personal info Son attachments Requests

Child name	[Redacted]	Nickname		Gender	Male	Religion	Non Muslim	
Birth day	20 December 2020	Personal id	784 [Redacted]	Nationality	India	Related type	Mother	
Emara	دبي	City	دبي	State	Unavailable			

V.2.12.10

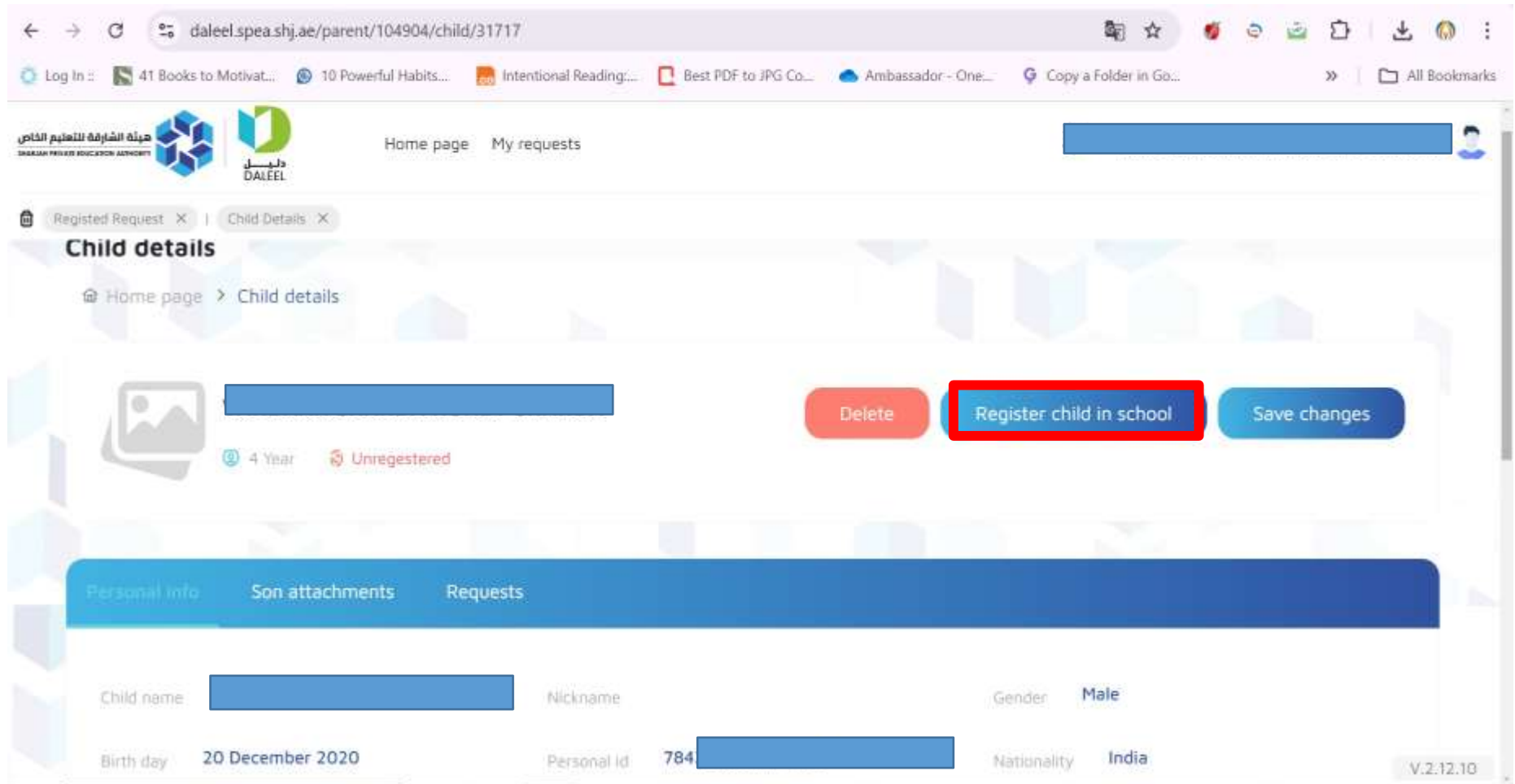
13. Enter the address details then click “Save changes”.



The screenshot shows a web browser window with the URL `daleel.spea.shj.ae/parent/104904/child/31717`. The page header includes the Sharjah Private Education Authority (SPEA) logo and the Daleel logo. The main content area is titled "Child details" and shows a child's profile with a red-bordered "Save changes" button. The child's details are as follows:

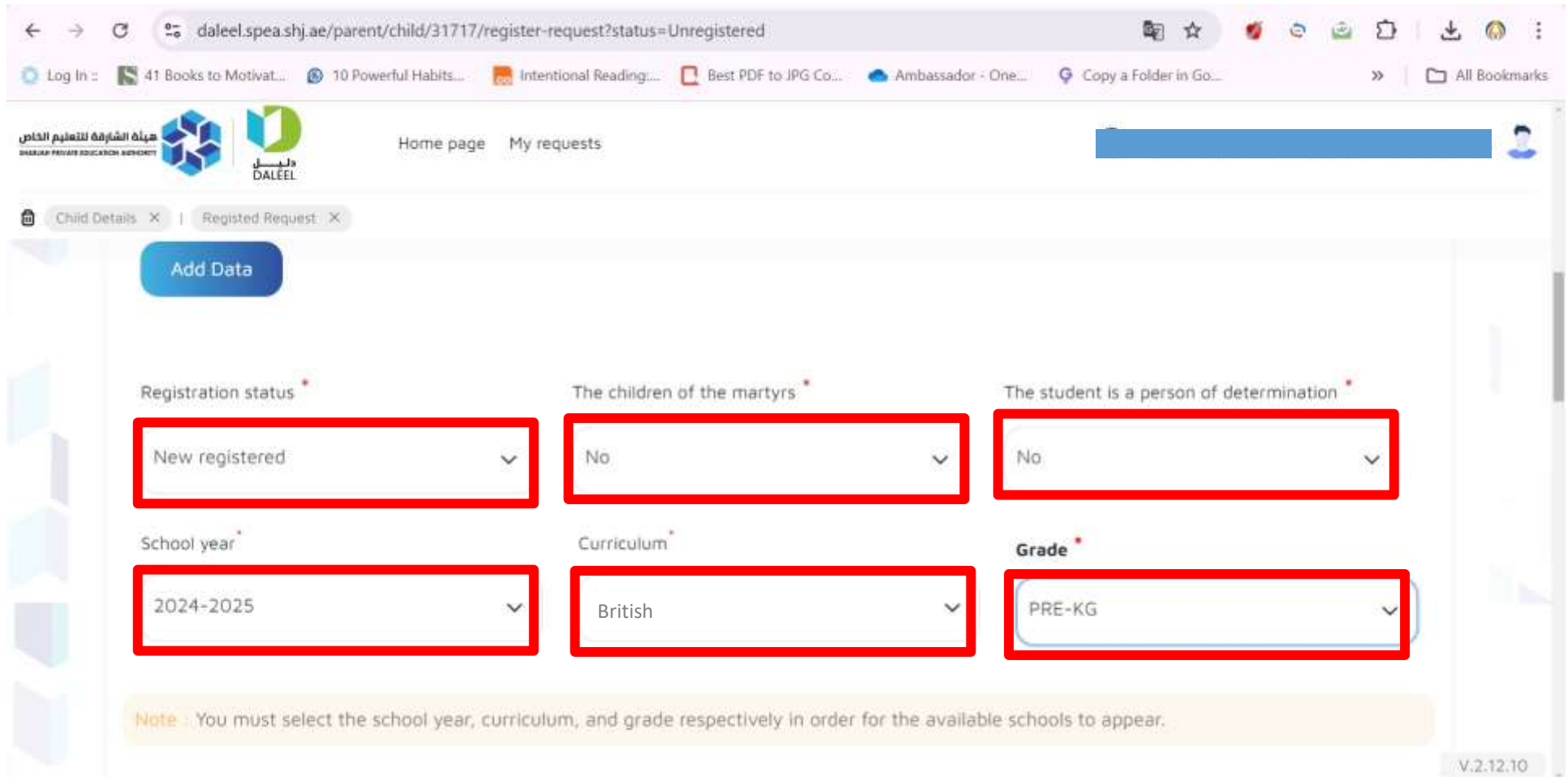
Personal Info		Son attachments		Requests	
Child name	[Redacted]	Nickname		Gender	Male
Birth day	20 December 2020	Personal id	784 [Redacted]	Nationality	India

14. Now click “Register child in school” button.



The screenshot shows a web browser window with the URL `daleel.spea.shj.ae/parent/104904/child/31717`. The page header includes the logos for the Sharjah Private Education Authority and Daleel, along with navigation links for 'Home page' and 'My requests'. The main content area is titled 'Child details' and shows a child's profile with a redacted name, a '4 Year' age tag, and an 'Unregistered' status. Three buttons are visible: 'Delete', 'Register child in school' (highlighted with a red border), and 'Save changes'. Below this is a tabbed interface with 'Personal info', 'Son attachments', and 'Requests'. The 'Personal info' tab is active, displaying fields for 'Child name', 'Nickname', 'Gender' (Male), 'Birth day' (20 December 2020), 'Personal id' (784), and 'Nationality' (India). A version number 'V.2.12.10' is visible in the bottom right corner.

15. Fill out the required details as shown in the image below. Make sure to select the school year as 2024-2025 and the curriculum as British, then choose the grade for which the child is registered in our school.



daleel.spea.shj.ae/parent/child/31717/register-request?status=Unregistered

Log In | 41 Books to Motivat... | 10 Powerful Habits... | Intentional Reading... | Best PDF to JPG Co... | Ambassador - One... | Copy a Folder in Go... | All Bookmarks

Home page My requests

Child Details x | Registered Request x

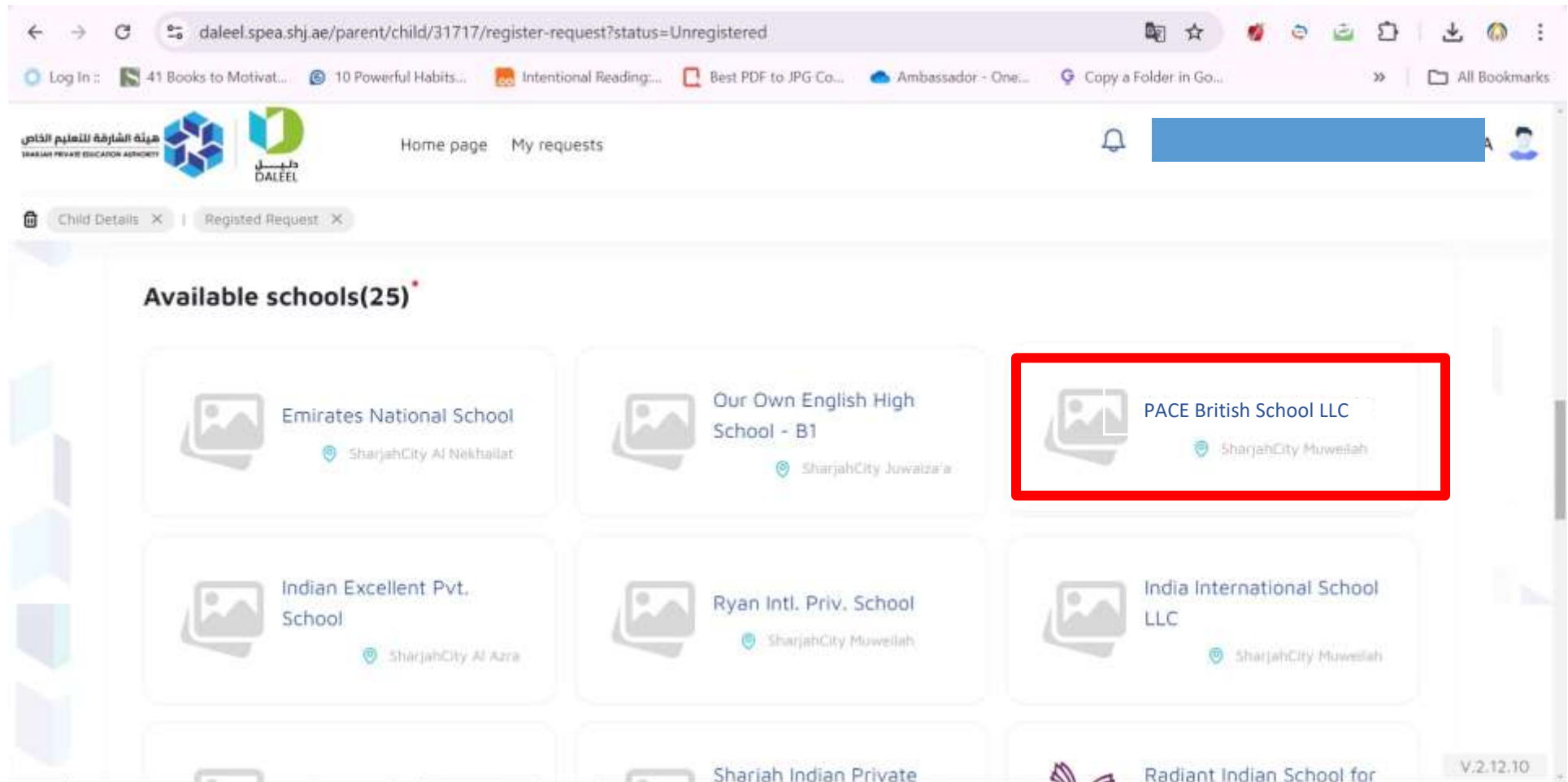
Add Data

Registration status *	The children of the martyrs *	The student is a person of determination *
New registered	No	No
School year *	Curriculum *	Grade *
2024-2025	British	PRE-KG

Note : You must select the school year, curriculum, and grade respectively in order for the available schools to appear.

V.2.12.10

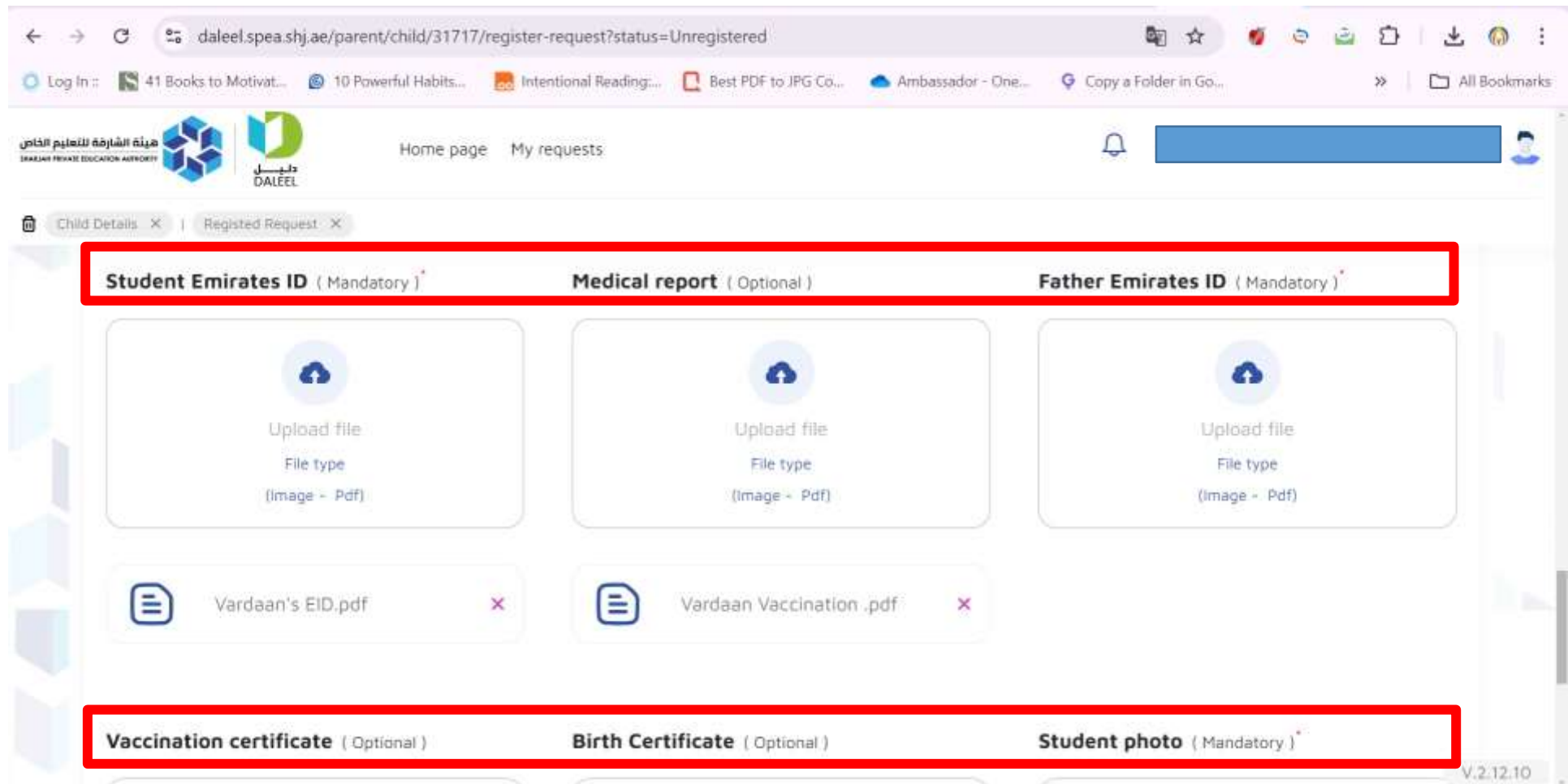
16. Choose “PACE British School LLC” from the available schools list.



The screenshot shows a web browser window with the URL `daleel.spea.shj.ae/parent/child/31717/register-request?status=Unregistered`. The page header includes the Sharjah Private Education Authority (SPEA) logo and the DALEEL logo. The main content area is titled "Available schools(25)" and displays a grid of school cards. The card for "PACE British School LLC" is highlighted with a red border. The card for "Our Own English High School - B1" is also visible.

School Name	Location
Emirates National School	SharjahCity Al Nekhtailat
Our Own English High School - B1	SharjahCity Juwaiza'a
PACE British School LLC	SharjahCity Muweilah
Indian Excellent Pvt. School	SharjahCity Al Azra
Ryan Intl. Priv. School	SharjahCity Muweilah
India International School LLC	SharjahCity Muweilah
Sharjah Indian Private	
Radiant Indian School for	

17. Upload all the necessary documents as required. Make sure to upload the vaccination certificate. If the vaccination certificate is not available, please attach a written declaration stating that you will submit the vaccination certificate within one month, signed by the father.

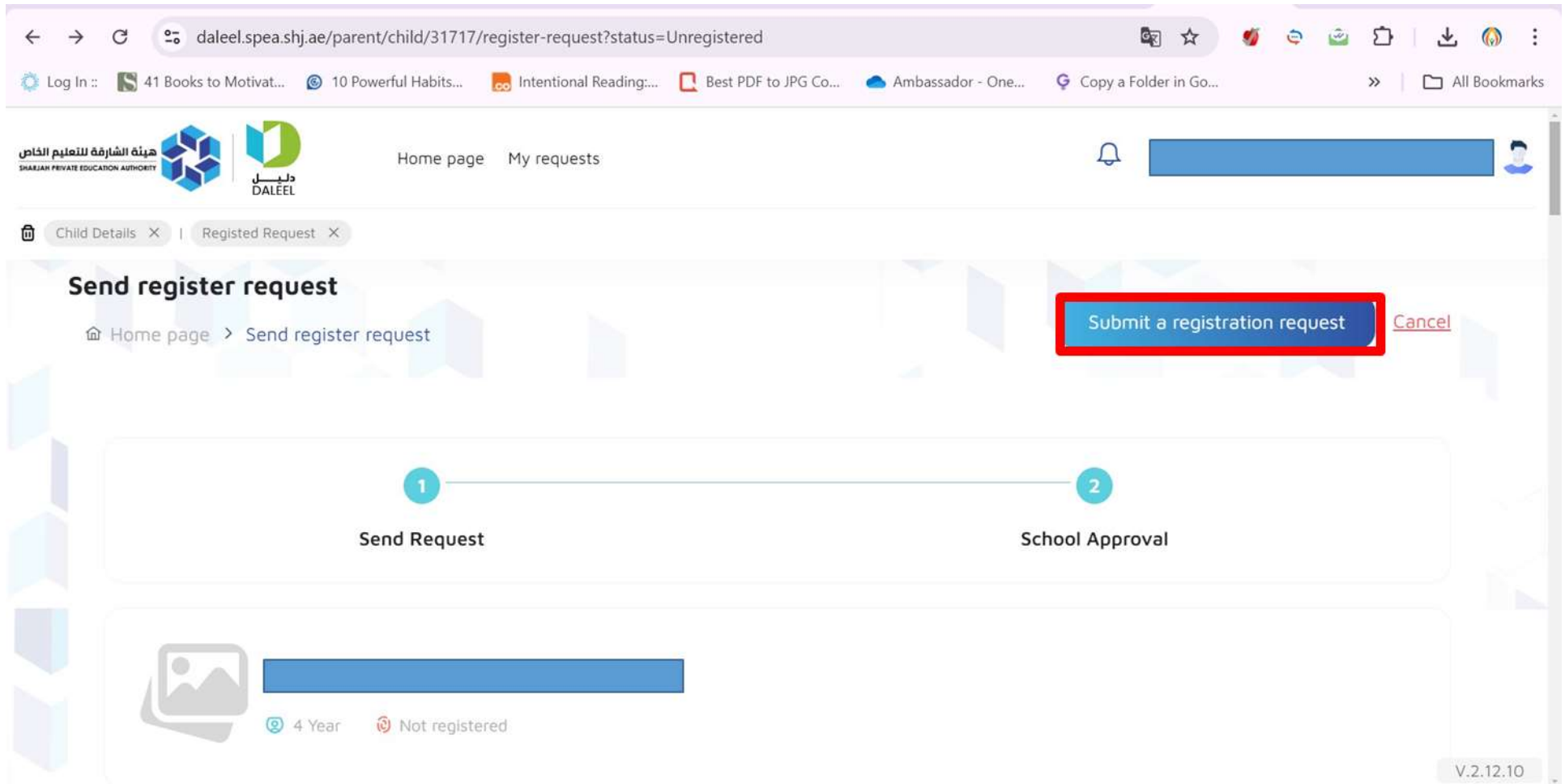


The screenshot shows a web browser window with the URL `daleel.spea.shj.ae/parent/child/31717/register-request?status=Unregistered`. The page header includes the logo of the Sharjah Private Education Authority (SPEA) and the Daleel logo. The main content area is titled "Registered Request" and contains a grid of document upload fields. The fields are:

- Student Emirates ID (Mandatory)**: Upload file (Image - Pdf). A file named "Vardaan's EID.pdf" is already uploaded.
- Medical report (Optional)**: Upload file (Image - Pdf). A file named "Vardaan Vaccination .pdf" is already uploaded.
- Father Emirates ID (Mandatory)**: Upload file (Image - Pdf).
- Vaccination certificate (Optional)**: Upload file (Image - Pdf).
- Birth Certificate (Optional)**: Upload file (Image - Pdf).
- Student photo (Mandatory)**: Upload file (Image - Pdf).

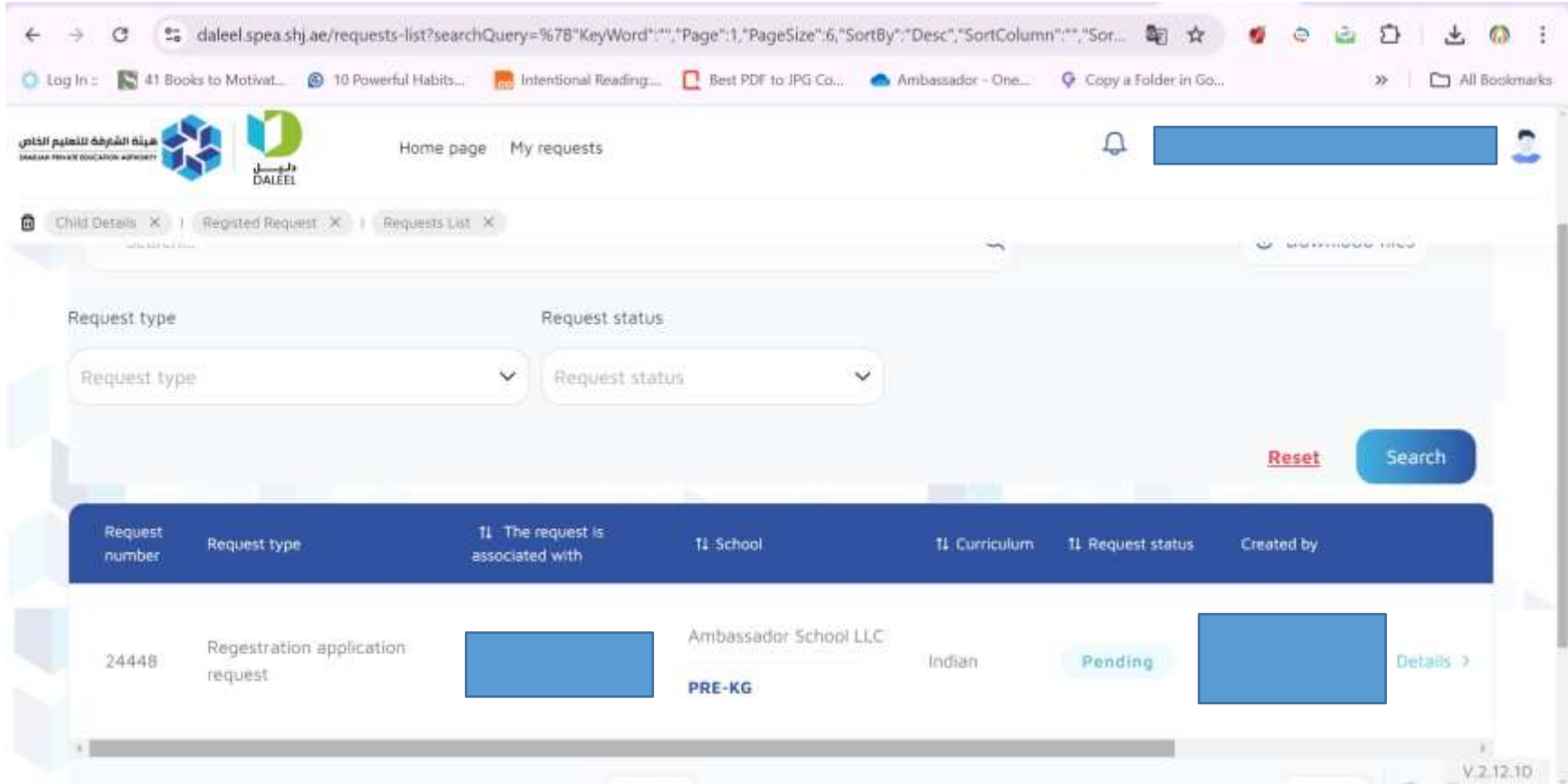
The upload fields for "Student Emirates ID", "Medical report", and "Vaccination certificate" are highlighted with red boxes. The version number "V.2.12.10" is visible in the bottom right corner.

18. Click “Submit a registration request” button.



The screenshot shows a web browser window with the URL `daleel.spea.shj.ae/parent/child/31717/register-request?status=Unregistered`. The page header includes the logos for the Sharjah Private Education Authority and Daleel, along with navigation links for 'Home page' and 'My requests'. A notification bell icon and a user profile icon are also present. Below the header, there are two tabs: 'Child Details' and 'Registered Request'. The main content area is titled 'Send register request' and features a breadcrumb trail: 'Home page > Send register request'. A prominent blue button labeled 'Submit a registration request' is highlighted with a red rectangular border, with a 'Cancel' link to its right. A progress indicator below the button shows two steps: '1 Send Request' and '2 School Approval'. At the bottom of the page, there is a profile card for a 4-year-old child who is not registered, with a placeholder for a profile picture. The version number 'V.2.12.10' is displayed in the bottom right corner.

19. The request will be sent to the school for approval, and you can follow up on the request status from the requests list. **Please note that any request or application that does not comply with the above instructions or has incomplete or unclear attachments will be rejected and returned to the parent for correction.**



Request type: Request type

Request status: Request status

[Reset](#) [Search](#)

Request number	Request type	The request is associated with	School	Curriculum	Request status	Created by
24448	Registration application request		Ambassador School LLC	PRE-KG	Pending	

V.2.12.10