



ADMISSION TO CLASSES KG TO IX & XI
SESSION 2024-25
GUIDELINES FOR FILLING ONLINE REGISTRATION FORM

- It is compulsory to fill all columns marked with asterisk (*).
- Fill the Form in CAPITAL LETTERS.
- An incomplete registration form will be automatically rejected.
- After completing the registration form, click on SUBMIT to upload the form. You will get an auto generated acknowledgement receipt with user ID and password on it. These are to be used for future reference.
- Print the filled copy of the form along with the acknowledgement receipt.
- Attach photocopies of the required documents (self-attested, mentioned below) and the Acknowledgement Receipt with the **printed copy** of the form and **submit it to the school office by Monday, 31.01.2022 (before 1:00 pm)**.

List of Documents to be attached:

1. Date of Birth Certificate of the Child (Affidavit will not be accepted).
2. Copy of the latest Report Card.
3. Affix one passport size photograph of the child and one of each parent on the form.
4. **Medical certificate and records of the child** (only for children with special needs). You are requested to declare correct medical status vis-à-vis special needs, in the application form. This has to be accompanied by a complete medical report from a CBSE **approved Doctor / Institute**. Failure to declare correct medical status will automatically disqualify the child **EVEN IF ADMISSION HAS BEEN GRANTED**.
5. In case of Guardian please enclose the following documents:
 - a. Authorization letter by the parent(s).
 - b. Recent photograph of the Guardian. (attested by the parents).

NOTE:

- i. **Insufficient or invalid documents will lead to disqualification.**
- ii. **It is mandatory to submit the printed copy of the Online filled form, along with the required documents, at the school gate for further processing.**
- iii. **Verification of documents attached, will NOT be done, at the time of submission of the registration form at the school gate.**
- iv. **Registration is NO Guarantee of Admission.**
