

GUIDELINES FOR ADMISSION

ADMISSION FOR ACADEMIC SESSION 2025-26

Guidelines and procedure to fill the Online Registration form

General Instructions:-

1. Kindly download guidelines & read all instructions carefully before you click on **PROCEED** button at the bottom of this page.
2. The name of the applicant, father's name / mother's name, date of birth etc. should be spelt correctly in the form as it appears in the certificates. No corrections will be allowed later on.
3. It is mandatory to fill all the fields, in case a field is not applicable to you please mention NA (Not Applicable).
4. An incomplete registration form will be automatically rejected.
5. After completing the form, click on '**Submit**' button, you will receive your registered student details through a mail on your registered Email id.
6. All the mentioned documents should be submitted physically to the school office after the final selection of the student.
7. You are required to take a print of the **acknowledgement receipt** as well as the duly **filled form**.
8. You are required to retain a copy of the **acknowledgement receipt** as well as the form for future correspondence.
9. The registration form should be complete in all respect and the information provided should be true. In case of discrepancy with the facts, the school authority reserves the right to cancel the registration form as well as the admission of the child.
10. Upload the scanned copy of documents as asked (All are mandatory).
N.B.- If a candidate (whose age is less than 5 years) does not possess aadhar card , the parents can attach an application stating that they will submit the photocopy of the same once the aadhar is available.
11. **Kindly adhere to the age criteria given on our website for the session 2025-26.**

Documents to be submitted at the time of Submission of Admission Form for session 2025-26

1. Photo Copy of **Birth Certificate** issued by Local Governing body only(Attested)
2. **Address Proof** (of any parent)
3. Photo Copy of **Aadhar card of Father, Mother, child and Local guardian** (other than parents, if applicable).
4. **TC (original)** will have to be submitted for admission to Class I and above

5. Photocopy of the **report card of the last examination** in the previous school

6. Photographs with the name of the child written on the back side.

- 2 stamp size (2.5/3 cm) **photographs of Child**
- 1 stamp size (2.5/3 cm) **photograph of Mother**
- 1 stamp size (2.5/3 cm) **photograph of Father**
- 1 stamp size (2.5/3 cm) **photograph of Local guardian** (other than parents, if applicable).

7. **Medical certificate (original)** from Registered Medical Practitioner (paediatrician) stating:

- General Health condition of the child.
- Blood Group
- Any disability or deficiency
- Allergy
- Any matter on which special care and attention is required
- Any mental health issues.

8. Attested photocopy of **Medical Card (Immunization Record)**- Filled in by doctor.