



Registration Form

Form No. _____

Seeking Admission for the Academic Year 20____ 20____. Standard: _____

Playgroup Nursery L.kg U.Kg I II III IV V VI VII VIII IX

STUDENTS DETAILS

Master / Miss: _____

Last Name First Name Father's Name Mother's Name

Date of Birth : ____ | ____ | ____ | in words _____

Day Month Year

Nationality: _____ Religion: _____

Mother Tongue: _____ Gender: Male / Female

Community (Please tick whichever is applicable)

SC ST OBC MBC Not applicable

Name of the previous School (if any): _____

Current Residential Address: _____

Permanent Address: _____

Contact Number: _____

Language spoken at home: _____

Any special learning requirement(s) (Please state in detail. As a separate attachment. This information will help us in assisting your child better).

Attach following supporting documents:

1. Original Birth Certificate
2. Caste Certificate (if applicable)
3. Previous Year's mark list/result (if applicable)
4. Five Stamp Size Photographs of the applicant student and one each of Mother/ Father/ Guardian Address proof (e.g. recent Telephone Bill/ Electricity Bill).
5. Detail of Special requirement, if any.

1. The child to be registered must be accompanied by at least one of the parents.
2. Passport size photographs must be affixed on the Registration form and acknowledgement slips.
3. Interaction with the candidate : All the children registered for admission shall be required to participate in one on one interaction session (parents will be informed about the session in advance). However , registered children brought for interaction session are expected to be accompanied by at least one of the parents.
4. List of the children selected for the admissions will be published on School's Notice Board on the informed date.
5. Parents shall collect the fee pay-in-slip from the school office and deposit the first installment of the fees at the time of admission.
6. Admission procedure for the selected children must be completed on the assigned days. Those who fail to comply shall forfeit their admission.
7. Following documents are essential at the time of admission.
 - a. Birth Certificate issued by a competent authority for class Nursery/ L.Kg/ U .Kg /Ist .
 - b. Transfer Certificate form the last school attended for class II and above.
 - c. Mark list (Report Card) of the last class in original.
 - d. Five passport size photographs of the applicant student.
 - e. Parent's presence is compulsory on the day of admission.

Note: Please ensure that all the forms are COMPLETELY filled in and are submitted on or before due date. Forms can be submitted & fees paid during office hours given below:

Monday to Saturday- 9:30 am to 2:30 pm



This ' Registration Kit' contains the following

- 1.Registration Procedure/ Guidelines
- 2.Fees Structures and Fee Policy
- 3.Registration Form

Registration Procedure

1. As per C.B.S.E guidelines, school's academic year runs from April to March. Admission to Nursery, L.Kg ,U.Kg and I- IVth classes are taken in February and March month of the upcoming academic year.
2. Prospectus along with Registration form shall be available in school office and can be collected during office hours.
3. **Please note, Registration does not confirm admission . Admissions are subject to the availability of seat.**
4. PREREQUISITIES FOR REGISTRATION

a.Class: Nursery /L.Kg/U.Kg/ I

i.Age Eligibility :StandardAge

Standard	Age	
Nursery	3 Year	Before 31 st March of the admission YearNursery3 Year
L.Kg	4 Year	
U.Kg.	5 Year	
I	6 Year	

i. Birth Certificate

1. Birth certificate issued by competent authority such as Panchayat at /Mahanagarpalika / Nagarpalika 'ONLY' are acceptable.
2. Date of Birth, as mentioned in the birth certificate. Cannot be changed in future on any account.

b. Class : II to IV

1. Transfer Certificate from the school where student finished his/her previous class countersigned by the competent authority.
2. Date of birth as mentioned on Transfer Certificate, cannot be changed at any later stage.
3. Passport size photograph of the students to be affixed on Registration form.
4. Report card of previous standard examination shall be submitted at the time of admission.