

L.K.G. ADMISSION 2022-2023

GUIDELINES FOR FILLING ONLINE FORM

Welcome to the Online Registration Portal!

Online Registration : from 20th to 26th October 2021.

Submission cum interaction from 22nd to 30th November 2021 i.e. (Monday TO Tuesday) (28th Sunday Holiday)

Do ensure that the following documents / information is with you at the time of online Registration. These Documents are to be uploaded with the registration form:

1.A Valid personal e-mail ID and Mobile Number is mandatory for smooth communication.

The system will automatically generate your Username/Password when you complete and upload your registration form.

ELIGIBILITY CRITERIA

- **AGE : 5 years on 1st April 2022.**

IMPORTANT INFORMATION REGARDING ADMISSION

- This is an application for registration only. Registration does NOT guarantee admission.
- Kindly download the guidelines & read all instructions carefully before you click on **PROCEED** button at the bottom of this page.
- The name of the child, father's name / mother's name, date of birth etc. should be entered correctly in the form as it appears on the Corporation/Municipal/Panchayat's Birth certificate. **No changes will be allowed .**
- It is mandatory to fill all the fields marked (*) in red. In case a field is not applicable to you please mention NA (Not Applicable).
- It is compulsory to upload the Family photograph . An incomplete application form will be automatically rejected.

- After completing the form, click on '**Submit**' button, You will receive your **USER ID** and **PASSWORD** through an SMS and e-mail on your registered mobile/email id.
- The **USER ID & PASSWORD** should be preserved by the parent to check the online admission status of the applicant.
- The system will direct you to pay the Application Form Fee of Rs. 500/- online, by using Debit, Credit & Net banking. After you have made the payment online, the system will generate a payment acknowledgement receipt and the PDF of the duly filled in Application Form.
- You are required to take a print out of the Acknowledgement Receipt and the Application Form on a White A4 size paper in a Portrait format and submit the application form with supporting documents to the school within the permissible date.
- You are required to retain a copy of the acknowledgement receipt as well as the form for future correspondence.
- **Selection** : The Management of the school reserves the rights of admission or rejection and is not bound to give any reason to particular candidate.
- Parents whose wards are already studying in this school attach a photocopy of the(ID Card/Fee Book/latest Report Card), sibling studying in another school will not be considered.
- **The School does not provide any transport facility.**
- **Caution** : The school does not accept any donation for admission. Parents should be aware of third parties collecting money on behalf of the school and making false claims of procuring admission. If the parents enter into any transaction with such parties, they will be doing so at their own risk and the school shall not be responsible for it.

Attach the self –attested photo copy of the following documents (Produce the original at the time of admission).

1. Birth Certificate of the child issued by Municipal Complex.(Hospital certificate will not be accepted).
- 2.In the case of Catholics, Birth Certificate & Baptism Certificate.
- 3.Recent passport size photograph (coloured) of the child.
- 4.Proof of Residence: - any one of the following.
 - ❖ Voter I. Card (EPIC) of the parents.

- ❖ Recently paid BSNL Telephone Bill/Electricity Bill/Water Bill in the name of any one of the parents.
- ❖ Ration Card in the name of parents (Mother/Father having name of your child)
- ❖ Rent Deed will be considered as a proof of residence.

5. Aadhaar Card of father, mother and your child .

6. Caste certificate, if SC, ST or OBC.

NOTE: FOR ANY TYPE OF ASSISTANCE REGARDING REGISTRATION YOU CAN CALL ON PARENT HELP DESK TEAM: 01143193333 (EXTENSION : 5) FROM 08:00 AM- 08:00 PM OR WRITE A MAIL ON parentdesk@entab.in. Also contact in school 0129-4324821 From 9:00 AM – 12:00 noon.

I hereby agree that I have read all the guidelines. I understand the implication on cost by the bank for using the online payment services.

Note: 1) Bring a print copy of acknowledgement Receipt at the time of interaction day.

2) Interaction date and time will be intimated through SMS.