

Kindly read all instructions carefully before you PROCEED.

## **GUIDELINES FOR ONLINE REGISTRATION 2025-26**

### **Eligibility Criteria**

<b>ACADEMIC SESSION 2025-26</b>		
<b>FOUNDATIONAL YEARS</b>		
<b>CLASS</b>	<b>ELIGIBILITY CRITERIA</b>	<b>SELECTION PROCESS</b>
Nursery	Age 3 years+ as on 31 <sup>st</sup> March 2025	Interaction with parents and child
Lower Kindergarten (LKG)	Age 4 years+ as on 31 <sup>st</sup> March 2025	Interaction with parents and child
Upper Kindergarten (UKG)	Age 5 years+ as on 31 <sup>st</sup> March, 2025	Interaction with parents and child
<b>PREPARATORY, MIDDLE, &amp; SECONDARY YEARS</b>		
I to IX & XI	Admission Test	Grade I - IX will start w.e.f September 15, 2024.  Grade XI will start w.e.f February 15, 2025.  Interaction with shortlisted candidates and parents.

### **REGISTRATION PROCESS AND RULES**

- The particulars of the child (i.e. name, date of birth, parent's name, etc.) should be filled in Correctly.
- The date of birth filled in the form must be the same as the one mentioned on the Birth Certificate issued by the Municipal Authority. **Requests for change of Date of Birth will not be entertained** once the registration / admission process is completed.
- **Incomplete registration forms will not be accepted / processed.**
- Once the registration form is successfully uploaded, you will receive an auto-generated 'ACKNOWLEDGEMENT RECEIPT' with a reference number which must be used for any further correspondence. The Acknowledgement Receipt will also generate a USER ID and PASSWORD which should be used to log into the Campus Care parent portal.
- **To get the Acknowledgement Receipt please make sure the 'pop-up blocker' is turned off.**
- It is mandatory to furnish a hard copy of the Acknowledgement Receipt to the School Authorities during the admission process.
- **The Registration Fee is Non- Refundable.**
- **Registration does not guarantee admission.**

## **ADMISSION PROCEDURE**

### **Step 1: Online Registration**

- Please enter the details in the form carefully.

### **Step 2: Online Payment**

- Use a Credit card/Debit card/ Net Banking to make the payment of Rs 1,500/-

### **Step 3: Documents to be uploaded. (Should not exceed 20 Kb)**

- Photographs of the child, father and mother (in Jpeg, Jpg format)
- Self-Attested copy of the Birth Certificate of the child (mandatory)
- Self-Attested copy of the Immunization Record of the child (mandatory)
- Self-Attested copy of the Aadhaar Card / Passport of the child (optional)
- Self-Attested copy of the Aadhaar Card of both parents (mandatory)

### **Step 4: Click on SUBMIT button for successful registration**

**In case of any technical query please feel free to contact the Parent Help-Desk from 8:00 am to 6:15 pm on + 91-11-43193333 extn. 5.**

**In case of any admission related query please contact 9971707953 /0120-6954440 / 9910952227 on any working day between 8:00 am and 4:00 pm.**