

Instructions and Guidelines for filling Online Registration Form

1. All fields marked * are compulsory. If any field is not applicable for you, please write NA (Not Applicable)
2. The payment of Rs 350 /- (Non Refundable) should be made online. Printout of the registration form will be enabled only after the payment has been made.
3. You will also receive SMS as an Acknowledgement with registration number, USER ID and PASSWORD for further correspondence.
4. Take a print out of registration form through Print Form option and Acknowledgement receipt. You would require quoting the registration number for all future correspondence with the school.
5. Printed form along with the documents as given below should be submitted to the school office.

Document to be submitted at the time of admission.

- Date of Birth Certificate in original (returnable) and its attested copy along with the application form.
 - Copies of school reports (Note applicable for Nursery admission).
 - School TC – Transfer Certificate.
 - Aadhar card copies of parents and child.
 - Caste Certificate in original for SC/ST/OBC if applicable.
 - 2 coloured passport size latest photographs.
 - Minority certificate if applicable.
 - Character certificate for adm (VIII – XII)
6. Please remember to collect the school prospectus while submitting the forms.
- 7. In case of admission to class IX/X/XI/XII**
- All above certificates along with CBSE Registration slip of Class IX/XI

Admission Process

The Printed application form should be signed by the father / mother or the guardian, if authorized by the parents.

In case of **admission for Nursery Class**, date of Birth Certificate in original (returnable) and its attested copy should be submitted along with the application form. Parents are called for an interactive session with the Principal. The final list is put up at the School Notice Board on a given date.

In the case of applicants for **Classes I–IX and XI**, copies of last attended school’s progress report, TC, & Date of Birth Certificate (Returnable) along with its attested copy should be submitted.

In case of **admission to class X or XII** (Direct Admission) Registration slip of class IX from CBSE should be submitted in the school office.

Students who have studied in CBSE Board in class **IX/XI** are only permitted to be directly admitted in X or XII.

Admission for 10+1 will be given on provisional basis from the start of the session in April on production of school Leaving Certificate, latest Report Card and the Character Certificate. Admission will be confirmed only after production of CBSE Certificate/ CCE Card (after declaration of the Board Result).

In case of inter-state migration counter signature of State or Zonal Officer of the concerned Board is required for admission to all classes.

Age Criteria for Nursery:- 3+ as on April 01 of the session.