Carmel Convent Sr. Sec. School (Kindergarten Section) Gwalior

ONLINE REGISTRATION FOR ADMISSION TO CLASS L.K.G. (Academic Year 2024-2025)

L.K.G Registration for the session 2024-2025 can be done by accessing our school website https://carmelgwalior.org/

EVENT (on School Website)	Date	Time
Launch of Instructions & Procedure for Online Registration	08 / 01 / 2024	04.00 pm
Commencement of Online Registration	15 / 01 / 2024	12.00 noon
Last Date of Online Registration	17 / 01 / 2024	06.00 pm

THIS ONLINE REGISTRATION DOES NOT GUARANTEE ADMISSION.

Instructions for filling the online Registration Form for admission to Class L.K.G :

Step 1	Read the instructions carefully to ensure your daughter's eligibility for LKG registration. **Instructions will be launched on the school website(https://carmelgwalior.org/) on 08/01/2024.**
Step 2	Fill the online registration form for your daughter by providing the following details: Particulars of the child and parents, Samagra Details (family ID , child's member ID) , Aadhaar Card details (Mother, Father & Child) , Child's Municipal Birth Certificate, etc. **Kindly note**, if registration details (Child's Name and Birth details, Parent's name, etc) does not match with Birth certificate , Samagra details , and Aadhaar Card details , the form will not be considered for Lucky Draw. **No alteration will be permitted in the online registration form once the same has been submitted. Hence you are strongly advised, if you so desire, the necessary rectifications like addition / deletion of the name / surname / parent's name(s) is done legally from the Issuing Authority before submitting the online Registration Form on the school website.**
Step 3	**Upload the scanned images of the photograph / original documents in jpg/jpeg format only**. POLAROID and COMPUTER generated photographs are not acceptable. **Applications with unclear/distorted images are liable to be rejected.** **Images required for Online Submission:** 1. **Child's Passport Size Photograph**: Scanned image of the recent coloured passport size photograph of the child must not be more than 50KB. (The photograph of the child must be taken on or after 01.01.2024 that is the recent photo of the child. Improper uploaded images will be rejected). 2. **Child's Municipal Birth Certificate**: File size must be less than 500KB. **Name of the Child must be printed on the birth certificate.** **Birth Certificate without name or handwritten name will be rejected.** Parents are requested to upload the scanned image of the original document. 3. **Proof of Identity of Mother and Father**: Only Aadhaar Card will be considered as valid identity proof of the parents. File size must be less than 500KB.
Step 4	**Acknowledgement Page** with unique registration number will be generated, immediately on submission of registration form. Kindly take a print of the same on A4 size (Portrait) paper and retain it till the admission process gets over.
Step 5	**After the online registration of your ward is done, you must submit self-attested copies of all the required documents** (Acknowledgement page in two copies, the child's Aadhaar card, the father's and mother's Aadhaar Card, Family SSSMID with the child's name, the child's birth certificate &, Caste Certificate – if applicable) **within two working days between 9.00 am to 12.00 noon in the KG Section Admin Office-School campus. All documents must be signed by both parents.** **If any document is found to be fabricated, forged or tampered with, or if the required supporting document(s) are not provided the management reserves the right to cancel the registration.**

Note for Parents :

- In case of any issues you can call us on 0751-2321862 (9.00 am to 11.30 am) on all working days.
- **Only ONE application form per child is to be submitted**. In the event of it being discovered that more than one application has been submitted for a child, all such forms will stand rejected and the candidate shall be disqualified and not to be considered for the Draw of Lots.
- **If details provided in the online registration form doesn't correspond with the uploaded document(s) then the management has the right to reject the registration.**
- **LUCKY DRAW will decide the Admission of the Candidate.**

Sr. Any

HeadMistress (KG-Section)