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

ONLINE REGISTRATION FOR ADMISSION TO CLASS LKG (Academic Year 2025-2026)

LKG Registration for the session 2025 - 2026 can be done by accessing our school website https://carmelgwalior.org/

EVENT (on School Website)	Date	Time
Launch of Instructions and Procedure for Online Registration	09 / 01 / 2025	04.00 pm
Commencement of Online Registration	15 / 01 / 2025	12.00 noon
Last Date of Online Registration	17 / 01 / 2025	06.00 pm

THIS ONLINE REGISTRATION DOES NOT GUARANTEE ADMISSION.

Instructions for filling the online Registration Form for admission to Class LKG :

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 09 - 01 - 2025.

Step 2   **You are required to provide the following details** while filling the online registration form:
- Particulars of the Child and Parents
- Samagra Details (Family ID and Child's Member ID)
- Aadhaar Card Details (Mother, Father, and Child)
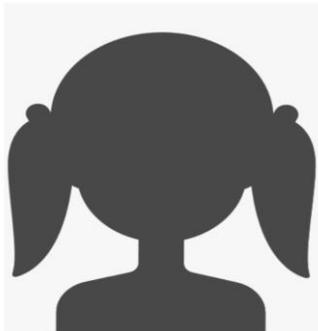- Child's Municipal Birth Certificate, etc.

Important Note:
- If any of the registration details (such as the child's name, birth details, and parents' names) does not match the information on the Birth Certificate, Samagra details, and Aadhaar Card, the form will not be considered for the Lucky Draw.
- **No alterations will be permitted** in the online registration form once it has been submitted.

You are strongly advised to ensure that any necessary rectifications (e.g., addition/deletion of the name, surname, or parent's name) are legally made through the issuing authority before submitting the online registration form on the school website.

Step 3   **Images Required for Online Submission:**

Child's Passport Size Photograph:
- A scanned image of the recent color passport-size photograph of the child must not exceed 50KB.
- **The name of the child and the date when the photograph was taken should be mentioned on the photograph.**
- The photograph must have been taken **on or after 01.01.2025** to ensure it is recent.
- Sample layout of the Passport-size Photograph of the child.

(Full name)
(Date)

Child's Municipal Birth Certificate:
- The file size of the scanned image must be less than 500KB.
- **The child's name must be printed on the birth certificate.**
- **Birth certificates without the child's name or with handwritten names will be rejected.**
- Parents must upload a scanned image of the original document.

Proof of Identity of Mother and Father:
- Only the Aadhaar Card will be considered valid identity proof for the parents.
- The file size must be less than 500KB.

Additional Guidelines:
- **Scanned images** of the photograph or original documents should be in **JPG/JPEG format** only.
- *Polaroid* and *computer-generated* photographs are not acceptable.
- Applications with unclear or distorted images are liable to be rejected.

Step 4 An **Acknowledgement Page** with a unique registration number will be generated immediately upon submission of the 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 completing the online registration of your ward, you must submit **self-attested copies** (signed by both mother and father) of all the required documents.
- Two copies of the Acknowledgement Page
- Aadhaar Cards of the child, father, and mother
- Family SSSMID with the child's name
- Child's Municipal Birth Certificate
- A passport-size photograph of the child, with the name and the date when the photograph was taken.
- Caste Certificate (if category is applicable)

These **documents must be submitted within two working days (9.30 am to 12.00 noon)** at the **Admin Office- KG Section** in the school campus.

Important Guidelines:
- **All documents must be signed by both the parents.**
- Documents submitted after the specified two-day deadline will not be accepted.
- If any document is found to be fabricated, forged, or tampered with, or if the required supporting documents are not provided, the management reserves the right to cancel the registration.

Note for Parents:
- For any queries, you can call us on **0751-2321862** on all working days **(9.30 am to 11.30 am)**.
- 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 will not be considered for the Draw of Lots.
- **If the 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.**
- **The LUCKY DRAW will decide the Admission of the Candidate.**

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Sr. Amy
HeadMistress – KG Section