

# **GUIDELINES FOR ONLINE REGISTRATION**

**SESSION 2025 -2026**

**(Only for class LKG)**

- The online registration form will be available from **2nd December 2024 to 10th December 2024**.
  - The online application form is available by clicking on the **Online Registration** link on the portal – **sjsc.campuscare.info** **OR** **through the school website - http://sjsclgkp.com**.
  - 1. You must have the following documents/information at the time of applying, as these are mandatory for filling the form:
    - a. Photograph of the child (in Jpg/Jpeg format) not more than 3 months old.
    - b. Group Photograph of parent along with the child (in Jpg/Jpeg format).
    - c. Valid e-mail id & Mobile number of both parents for communication.
    - d. Credit/Debit card/Net banking/UPI for Online Payment.
- Note: Photographs should not be more than 50Kb in size***
2. Kindly fill in the particulars of the child (i.e. name, parent's name and date of birth) correctly.
3. The online registration form will only be accepted upon successful online payment of the application processing fee of **Rs 600/- (Rupees Six Hundred Only)**. **The fee is non-refundable.**
4. Upon successful submission of your Registration Form, the system will generate:
  - An acknowledgement receipt with a Registration Number which you would need for all further correspondences. (Kindly ensure that the pop-up blocker is Turned Off).
  - Username and password should be mentioned in Acknowledgement Receipt for viewing and printing your registration form.
5. The following documents need to be submitted physically at the school from **16<sup>th</sup> December 2024 to 18<sup>th</sup> December 2024 (Time: 9 AM to 12 NOON)** for completing the registration process.
  - The documents send by post or courier will not be accepted.
  - ❖ Self attested printout of the registration form.
  - ❖ Self attested Xerox copy of the Birth Certificate.
  - ❖ Medical Fitness Certificate: **(The fitness must be certified by a physician in Government service)** Download the format of the Medical Fitness Certificate from the school's portal – **sjsc.campuscare.info**.
  - ❖ Self attested valid government issued address proof e.g. License, Passport, Voter ID, Aadhaar Card etc.
8. The Management of the school reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. Incomplete Registration Forms or those with incorrect information will automatically stand rejected.
9. Standard charges for Card Transactions/Net Banking & UPI would be charged extra as per actual by the bank for using these services.

## **IMPORTANT INFORMATION REGARDING ADMISSION**

### **Date of Birth Certificate**

1. **For LKG** – Birth certificate from the competent Authority, such as:  
**Nagar Nigam/ Government Hospital / Baptism Certificate (for Christians).**
  2. **Age Limit (As on 01st April 2025) –**
    - i) **LKG** - Children born between **01<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 (4 years to 5 years)** only are eligible for admission (as per NEP 2020). **Age will be calculated as on 01<sup>st</sup> April 2025.**
  3. **For LKG** – Candidates registered successfully for admission will have to appear for interaction. Date and time will be given at the time of submitting the Form in the school office.
  4. For more details about the admission process please refer to the prospectus. It will be available from school at the time of submitting the form in the school office.
  5. The School does not accept any donation for admissions. Parents should be vigilant about the third parties making false claims of procuring admission and collecting money on behalf of the School. If they 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. The School will appreciate to know, if there is any such person or persons, so that proper legal action can be taken against them.
- ❖ **Application processing fee of Rs. 600/- is to be paid online at the time of registration. It is Non- Refundable.**
- ❖ Kindly visit school's website – **[www.sjsclgkp.in](http://www.sjsclgkp.in)** or parents portal – **[sjsc.campuscare.info](http://sjsc.campuscare.info)** for more information regarding admission.

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