

ST. THOMAS SCHOOL, SAHIBABAD

GUIDELINES FOR FILLING-UP THE ONLINE REGISTRATION FORM FOR K.G (NURSERY & PREPARATORY) ADMISSION 2022-'23

Dated: 30.09.2021

ONLINE REGISTRATION: 1st October to 20th October 2021

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING-UP THE FORM: -

1. Age criteria As on 31st March 2022
NURSERY - 3 YEARS to 4 YEARS (born between 01-04-2018 and 31-03-2019)
PREPARATORY - 4 YEARS to 5 YEARS (born between 01-04-2017 and 31-03-2018)
2. Forms will not be available from the School. Each form will be issued a unique Registration number after the submission of the Form. **Please retain a copy of completed Registration Form for future reference.**
3. The Registration Form may flicker to refresh. Please **DO NOT** enter or select any data till refreshing is completed, as it may lead to loss of entered or selected data.
4. Do not press the **ENTER** key to move from one field to another. Use the **TAB** key or the mouse for the same.
5. After completing the Registration Form, please click on the **SUBMIT FORM** button. You will be directed to **PAYMENT OPTION** for registration fee.
6. **DO NOT SUBMIT** more than one Form for one applicant.
7. All fields are mandatory. Incomplete Forms will not be accepted by the system.
8. Please enter your contact number and email id correctly, as the same will be used for future communication.
9. The Registration process may take more time if you have a slow or poor internet connection.
10. In case, no page is displayed after submission of Registration Form, you can click < **Proceed for Payment, if form already filled option**> given at the upper right corner of the page. Enter your application No. received in your mail id and proceed for payment.
11. **Registration fee of Rs. 700/- to be paid is non-refundable.**
(Payment Mode- Debit/Credit Card/Internet Banking).
12. For any queries, feel free to contact us at - **stssahibabad@gmail.com**
13. **For NURSERY** - The details of the Candidates' names along with the dates of informal parental interaction will be available on the school website on **25th October 2021 at 2.00 p.m.**
For PREPARATORY - The details of the students, shortlisted for the written test along with date of test, will be available on the school website on **26th October 2021 at 2.00 p.m.**
You are requested to visit the school website for all latest updates regarding admission.

DOCUMENTS TO BE SCANNED AND UPLOADED ALONG WITH REGISTRATION FORM

1. **Birth Certificate** issued by the Municipal Corporation or any other competent authority.
(*Affidavit or Hospital Certificate will not be accepted.*). (Max 500 Kb)
2. SC/ST/OBC Certificate (if applicable). (Max 500 Kb)
3. **PASSPORT Size Photos of Both parents** (1 each) (Max 500 Kb)
4. **Combined Postcard size Family Photograph.** (Max 500 Kb)
5. **Passport size photograph of the student** (Max 500 Kb)
6. **Immunisation Certificate** of the Child. (Max 500 Kb)
7. **Residence Proof.** (Rent Deed, Registration of the House, Electricity/Telephone Bill/ Passport/ Lease Deed / Electoral Card/ Aadhar Card/ Driving License etc.)

ROUTES/LOCATION COVERED BY SCHOOL TRANSPORT

All areas of Lajpat Nagar, Shayam Park, Karhera, Mohan Nagar, Rajendra Nagar, Raj Nagar Extn., Shalimar Garden Main (Extn. - I & II), Arthala, Sahibabad Village, Parsvnath, Vasundhara, DLF, Pasonda, Bhopura.

Note:

1. Decision taken by the concerned authorities regarding admission will be final.
2. Online submission of Registration Form does not confirm admission.