

ST. Michael's Church School

Shivpuri, Gurugram-122001

ADMISSIONS OPEN FOR PRE-SCHOOL (LKG) (2024-25)

**REGISTRATION FORMS AVAILABLE for admission to Pre-School (LKG)
(Session 2024-25) from 22nd September 2023 to 30th October 2023.**

Online Admission steps for Session 2024-25

Child born between 01st April 2019 to 31st March 2020 is eligible to apply for admission in **Class Pre-School (LKG)**.

1. *Registration of your ward does not mean the confirmation of admission in the school.*
2. *For online registration, the form has to be filled online under admission link on school website i.e. <http://www.stmichaelschoolggn.com/>*
3. *All the fields in the form are required to be filled.*
4. *Parents are required to upload the following documents before submitting the form:*
 - *Birth Certificate from **Municipal Corporation** (for Christians Baptism Certificate is required to submit)*
 - *Passport size photographs of the child & family.*
 - *Proof of current residential address (either Passport/Rent agreement/Electricity bill/Land line phone bill/ Lease agreement/Voter ID or Ration Card/Aadhaar Card).*
 - *Aadhaar Card of the student, father & mother.*
 - *Parivar Pahchaan Patra of the family*
 - *Parents of Christian candidates belonging to the main stream Churches must attach a letter of recommendation from their respective Parish Priest.*
5. *Please check each and every entry of the form before the final submission.*
6. ***Please pay Rs. 25/- towards Registration fee at the time of online submission of the form through the payment gateway as indicated.***
7. *Registration Form will be submitted and a unique Registration No. (Application id) will be generated.*
8. *Parents will be informed through Email & SMS regarding the date and time of visit to the school for **Interaction & verification of original documents.***
9. *Parents along with the ward(s) are required to carry the hardcopy of the Registration Form with the copy of all the documents and visit the School on the mentioned date and time given for **Interaction.***
10. *Admission confirmation will be sent on the registered Email id, SMS.*
11. *Parents will have to complete the **admission formalities** of their ward(s) within the mentioned date and time on school portal & as conveyed through email id and SMS. Parents will visit the school along with the demand draft and other relevant documents as mentioned in the Admission Confirmation Letter.*
12. *On confirmation of grant of admission, parents will be required to deposit the fee within stipulated time, failing which the offer of admission shall stand cancelled and the seat will be offered to another applicant.*
13. *For any queries, **parents can** call at 0124-4241114 from 9:00 am to 01:00 am during school working hours.*