

ONLINE REGISTRATION FOR ADMISSION IN LKG  
INSTRUCTIONS FOR ACADEMIC YEAR 2019 – 2020

Please take note of the following instruction for application process mentioned below:-

1. For filling up the Application and Registration form, go to the following link [www.holycrossballia.com](http://www.holycrossballia.com)
2. For LKG age limit, At least 3+ and maximum 4 years as on 31<sup>st</sup> March 2019
3. Please scan and upload a separate photograph of the parents and the child who is seeking admission  
(*maximum size of photo should not be more than 20 kb*)
4. Parents should mention own email – ID's and correct mobile number for further interaction with the school.
5. Application to be submitted online to the link mentioned above. Date for online submission of application is from **11<sup>th</sup> and 12<sup>th</sup> February 2019**. Time: **9.00 AM to 4.00 PM** only.
6. Application procedure will be completed only after the submission of the copy of the application form along with the required documents. Hard copy of the Application form send by post or by courier will not be accepted.
7. Date for submission of hard copy of the application form in the school office is on **16<sup>th</sup> February 2019**. Time: **8.30 AM to 3.00 PM** only.
8. Incomplete / Incorrect forms will be rejected without any reference to the Parent/Guardian.
9. The Interaction Date and Time will be sent by SMS to the registered mobile number of the parents.
10. Documents required for the submission on 16<sup>th</sup> February 2019 in the School Office:
  - **Attested copy of the Birth Certificate. (Should be government registered)**
  - **Attested copy of the Aadhar Card of the parents is compulsory ( SELF ATTESTED )**
  - **Aadhar Card of the candidate (If available)**
  - **Medical Fitness Certificate**
11. Recommendation by any Third Party will positively go against the admission of the candidate. Parents are cautioned against any so called agents claiming to act on behalf of the school administration. Donations for admission are NOT accepted either directly or through any Third Party. So applicants are advised not to indulge in any such activities.
12. Those shortlisted for Interaction need to bring a **print out of the application** form submitted online along with the original plus one **Xerox copy of the Corporation Birth Certificate** ( *Baptism Certificate for Christians and Verification Letter from the Parish Priest* ) and a **medical certificate** from a Registered Medical Practitioner stating that the child has been vaccinated/inoculated. Kindly note that the Corporation Birth Certificate should be registered with the Corporation within 1 year from the date of birth of the child.
13. Admission depends on the availability of seats along with above mentioned criteria.
14. The school fully reserves the right of admission and its decision in the matter is final and binding, it shall not lie in any court of law.