



# ST THERESA'S CONVENT SR SEC SCHOOL

Under the Management of Bethany Educational Society (Regd.) Mangalore Regd. No. 17/1948-1949  
Affiliation No.: 530006

KUNJPURA ROAD, KARNAL-132001

E-mail : stcs\_np@rediffmail.com Web : www.stcskarnal.com

Tel.: 0184-4030505, 4030808

Ref. **CIRCULAR NO./013/2022**

Date **07/10/2022**.....

## GENERAL INSTRUCTIONS FOR ONLINE LKG REGISTRATION 2023 – 2024

	Date	Time
Online LKG Registration begins from	: 07/11/2022	10.00 A.M
Closing Date	: 13/11/2022	05.00 P.M
Print / Re-print Registration Form	: 14/11/2022	05.00 P.M

**Pre-requisites:** Ensure that you have the following before you begin to fill the form

- ✓ Kindly register only if you can arrange the pickup and drop facility yourself.
- ✓ **Digital Lab Photograph** (in white background without any editing) of the Child and family in **JPEG** or **JPG** format to be uploaded.
- ✓ Size of the photographs and self-attested date of birth certificate with the name of the child should be less than **1 MB**. (Make sure it should be clearly visible)
- ✓ Valid E-mail ID and Mobile No.
- ✓ Aadhar Card of all three (Child, Father & Mother)
- ✓ Once you have saved the data you can't edit **CHILD'S NAME, DATE OF BIRTH, FATHER'S NAME AND MOTHER'S NAME**.
- ✓ Against one e-mail id you can fill only one registration form.
- ✓ It is requested to fill only one form, if you fill more than one form for the same child then you have to pay the registration amount once again.
- ✓ All the Photostat copies of your documents should be self-attested.

### **IMPORTANT INFORMATION REGARDING ADMISSION TO LKG: 2023 – 2024**

1. **Age:** The age of the child seeking admission to LKG in the year 2023-2024 should be between 3 years 3 months and 4 years 3 months as on 31st March 2023 (born between 01/01/2019 and 31/12/2019), if your child is not within the age limit specified, he/she **will NOT be eligible for admission**.
2. **Date of Birth:**
  - **Please upload (self-attested) authentic Date of Birth Certificate with the name of the child, if any discrepancy found the registration form will be rejected.**
  - **Once you have entered date of birth no changes will be made in the future in any class after submission of form or at the time of interaction.**
  - The original Date of Birth certificate issued by the Municipal Corporation with the name of the child.
  - **The date of birth filled in the form must tally with the one written in the DOB certificate.**

*S. Praya*  
Principal

St. Theresa's Convent Sr. Sec. School  
Kunjpura Road, KARNAL-132001

**IMPORTANT NOTE:** An Affidavit duly attested by the Executive Magistrate is to be submitted by the parents if the ward is selected. The affidavit should state:

- The **Date of Birth** certificate that we have submitted is correct and no change has been made in the Date of Birth to seek admission to this school.
- We will **not be asking for the change of Date of Birth** at any point of time after the child's admission in the school.

- In case of Catholics / Christian
  - i. A photocopy of Baptism certificate (Child, Father & Mother)
  - ii. A letter from their respective parish priest / pastors testifying to the membership of their parish and the duration of being the member.

3. **Proof of Current residence of the parents:** (any one of the following)

- Ration Card
- Gas Connection Bill
- Passport
- Driving License
- Electricity Bill
- Rent Received / Rent Agreement
- BSNL Telephone Bill
- Aadhar Card
- Voter ID Card
- Bank Account Statement

Note: if none of the above documents are available, kindly bring Affidavit for address proof attested by **CLASS A GAZETTED OFFICER**.

4. **Alumni:** If any one of the parent studied under same institution kindly bring any one of the following -

- School Leaving Certificate
- Class X / XII Pass Certificate

5. **Government Employee:** If any one of the parent is a Government Employee kindly bring Government ID Card.

6. **Name and other particulars:** Fill in the particulars of the child (i.e. name, parent's name, date of birth) correctly. **The date of birth filled in the form must tally with the one written in the DOB certificate.** All names should be spelt correctly in capital letters as they will be required in all the legal papers and CBSE record of the candidate. **No change whatsoever will be made after the admission to LKG or any subsequent class regarding Date of Birth.**

7. **Selection:** The admission policy will reflect the general ethos and philosophy of the St Theresa's Convent School run by the Bethany Educational Society registered under the Societies Registration Act XXI of 1860 No. 17 of 1948-1949. This school is inter-generational, promotes inclusivity, integration and heterogeneity in the student community. We impart a wholesome education, which develops in Theresians good citizenship, social responsibility and multi-faceted talent.

The criteria for selection of these children will be in accordance with the guidelines given, i.e. there will be no interviewing or screening of children but only an interaction with the

  
Principal

parents. The whole process will be fair and rational, non-discriminatory, transparent and child-friendly. 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.

8. **Rejection of Forms:** Incomplete registration forms and forms providing incorrect information will automatically stand rejected.
9. **Siblings (real brother/sister) in our School:** Report Card of sibling with parent's name clearly should be indicated.
10. **Schedule Caste / Schedule Tribe / Other Backward Class:** SC / ST / OBC certificate of proof of father / Child issued by the appropriate authority.
11. **Single Parents:** Suitable supporting documentation indicating custody of the child by the applicant. E.g. Divorce Papers / Court Order / Death Certificate.
12. Children who are differently abled and can be mainstreamed, authenticated documents, medical documents and disability certificate from Civil Hospital should be submitted.
13. **CAUTION: THE SCHOOL DOES NOT ACCEPT ANY DONATION FOR ADMISSION. PARENTS SHOULD BE AWARE OF THIRD PARTIES COLLECTING MONEY ON BEHALF OF THE SCHOOL AND MAKING FALSE CLAIMS OF PROCURING ADMISSION. IF THE PARENTS 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.**
14. It is to be noted that if any of the documents i.e. the date of birth certificate of child, degrees or marks sheets of the parents or any other concerned documents if found to be fake, forged or fabricated, will lead to direct cancellation of admission of the child.
  - That if any such documents are under suspicion for one or more reasons mentioned in point no 14, the copy of the same may be sent for verification to the concerned authorities by which such document has been issued.
15. **Regarding Enquiry:** For any problem kindly contact us either on 0184-4030505, 9996024304, 9996444609 or at the given e-mail id (stcs\_np@rediffmail.com). Relevant queries will be replied within 48 hours.
16. **Acknowledge Receipt:** After the form for registration is filled and saved, make the payment online for registration. Once you will make the payment online, click on continue and submit your data after that you will get Registration Form in a new window stating the date, time and venue of the **interaction session** and **submitting the documents**. Kindly print this Registration Form.
17. **Kindly bring all these documents in original and one set of photocopy duly self-attested on the date and time given in registration form:**
  - D.O.B Certificate
  - Proof of Current Residence
  - Alumni (if any)
  - Report Card of Sibling (if any)
  - SC/ST/OBC Certificate

- Single Parents, suitable supporting document (if any)
- Registration Form
- Aadhar Card of the Child and the parents
- Original mark-sheet and passing certificates of parents (father and mother).
- **One Digital Lab photo** (in white background without any editing) **of child (size: 3.5 x 4.5 cm) and one family (size: 6 x 4 cm). The photo should be same the one you have uploaded at the time of registration.**

**Note: The relevant original documents will be returned immediately after verification of documents.**

*Sr. Priya*  
Sr Priya Therese  
Principal

St. Theresa's Convent Sr. Sec. School  
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