

# ST. Michael's Church School

Shivpuri, Gurugram-122001

**ADMISSIONS OPEN FOR PRE-PRIMARY (UKG) (2023-24)**

**REGISTRATION FORMS AVAILABLE for admission to Pre-Primary (UKG)  
(Session 2023-24) from 17<sup>th</sup> January 2023 to 12<sup>th</sup> February 2023.**

## **Instructions for Online Registration for Session 2023-24**

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 on admission link provided at the 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 be submitted )
  - **Report Card of the previous class (Term –I/Term-II)**
  - 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.
  - 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 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 14<sup>th</sup> February 2023 (Timing 11:30am. To 01:30pm) for **a written test.**
9. 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.
10. 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.
11. For any queries, **parents can** call at 0124-4241114 from 9:00 am to 01:00 am during school working hours.

**[CLICK TO FILL REGISTRATION FORM](#)**