

UKG ADMISSION INSTRUCTIONS (2025-2026)

1. Please read the instructions carefully before online filling. Once you submit, you cannot edit.
2. This Registration Form is for class UKG only. Please do not use it for any other class.
3. The Registration forms will be available on our website **www.sanjohn.org** from **01.12.2024 from 9.00 a.m to 31.12.2024 till 12.00 Noon.**
4. The hardcopy of online Registration Form and required documents along with one recent photograph of the candidate is to be submitted in the school office from **1st December, 2024 to 31st December, 2024 between 9.00 a.m to 11.00 a.m** on all working days from Monday to Friday.
5. An incomplete Registration Form will be discarded. Handwritten registration form will not be accepted.
6. The children born between **01.04.2020 and 31.03.2021** are eligible for registration for the **academic year 2025-2026.**
7. The Copy of Birth Certificate from Municipal Corporation/Panchayat only will be accepted at the time admission. No other document will be accepted for the purpose.
8. The parents are responsible for the correctness of data entered in the Registration Form.
9. Registration and even admission will be cancelled if any information recorded therein is found to be false.

10. Please note that the school does not provide any transport facility for the students. Those admitted will have to make their own arrangements for transportation.

11. The list of students eligible for admission/lottery will be displayed on **17.01.2025 (Friday) at 03.00 P.M** on school notice board as well as on the school website (Along with marks allotted under point system)

12. All the grievances will be entertained from **18.01.2025 to 27.01.2025** between **09.00 a.m to 11.00 a.m**

13. Second list /waiting list (if any) will be displayed on **03.02.2025**.

14. Closure of admission process :**14.03.2025**.

Manager