

### ONLINE REGISTRATION UKG (Session 2025-2026)

**School Timings for UKG  
Students**

**8:25 am to 11:30 am**

#### **IMPORTANT INFORMATION REGARDING ADMISSION.**

**(Please read it carefully)**

**Age Criteria:** Children who are completing 5 years as on March 01, 2025, are eligible for registration. If your child is NOT within the age limit specified, she/he will NOT be considered for admission.

**Particulars:** The particulars (name & spellings) of parents and children are to be filled on the registration form as per the **BIRTH CERTIFICATE** issued by the Municipal Committee/ Panchayat. No changes will be entertained afterward.

**Photograph:** A recently clicked family photograph (with siblings) of the applicants to be uploaded in the Registration Form.

**Selection:** The School Management reserves all rights of admission or rejection and is not bound to give any reason for rejection of any particular candidate.

**Rejection of Forms:** Incomplete Registration forms or forms providing incorrect information will automatically stand rejected.

**Caution:** The school does not accept any donations for admission. Kindly be wary/stay clear of third parties collecting money on behalf of the School and making false claims of securing 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.

#### **HOW TO APPLY:**

Eligible Applicants will apply through the school **website: [www.stlukesschoolhp.com](http://www.stlukesschoolhp.com)** on October 08, 2024 9:00 am to October 10, 2024 till 3:00 pm.

#### **INSTRUCTIONS TO APPLY ONLINE AND UPLOADING OF DOCUMENTS:**

1. Open the school website **[www.stlukesschoolhp.com](http://www.stlukesschoolhp.com)**
2. Click on the **Online Registration** Link available on the website.
3. Go to **“Click Below to fill the form” (e-form)**.
4. Read the terms and conditions for registration. If you agree, acknowledge it and click on **“Proceed with Online Registration”**.
5. Fill out the Application Form carefully with all the details. Once the application is filled in completely, click **“Submit”**.
6. Click on **NEXT** and upload child’s photograph, Family photograph (with siblings), birth certificate, local residence proof and proof of siblings.
7. The child’s photograph, family photograph, residence proof and proof of siblings should be in JPG format and size of the same should not be more than **1Mb**. The birth certificate should be in PDF form and size should not be more than **1Mb**.

8. After the online payment is made successfully, you will get a mail on the email id mentioned by you during the registration. So kindly give the correct email id.
9. Login with the username & password received on your mail id on the online registration page. Read all the instructions carefully and take the coloured print out of the registration form and black & white print of the acknowledgement form from the **PRINT** option on the A4 size paper.

**Important Note: - Use a proper computer setup with printer to register your child.  
- Avoid using smart phones, tabs, I-Pads to register.**

**Self-attested photocopy of:**

- **Birth Certificate** of the child issued by the Municipal Corporation or Panchayat along with the Aadhar card of child duly attested by the parent must be submitted online at the time of verification of the form. The original birth certificate of the child should have: Child's name, child's date of birth, father's name and, mother's name written on it.
  - **Passport** size photograph of the child
  - **Photograph:** Family photograph with all the siblings.
  - **Proof of sibling** studying in St. Luke's school (Report Card or ID-Card)
  - **Proof of local residence of the Parents:** (Voter card / Passport / Ration card / Aadhar card / Rent Agreement)
  - **Baptism Certificate** (if applicable – for a Catholic / Christian child)
- **Registration Fee:**  
An amount of **Rs.1000/- (non refundable)** has to be deposited as a registration fee by the applicant through the online payment mode.
  - For any query , kindly contact us at the given **email id – [stlukesolan@gmail.com](mailto:stlukesolan@gmail.com)** only. Relevant queries will be replied within 48 hours. **No telephonic query will be entertained.**

**NOTE:**

1. All the above-stated requirements are mandatory without which NO Registration form will be accepted.
2. If you have applied earlier, kindly do not apply again.
3. If you are a single parent, kindly mention it.
4. The school will keep you updated regarding verification of the documents, registration fee, meeting with the Principal and other admission-related details through **e-mail**.
5. **The school does not provide any transportation. Kindly register only if you can arrange the pickup and drop facility yourself.**

**Sr. Stella**  
Principal