



# SACRED HEART CONVENT SCHOOL

Sector-39, Urban Estate, Chandigarh Road, Ludhiana, Punjab-141010

(Affiliated to CISCE, New Delhi, Vide No.PU041)

Phone: 0161-3501396, 0161-3501397

Ref: No: SHCS/2025-26/Reg/

Dated :02/02/2026

## GUIDELINES FOR REGISTRATION

You must have the following documents ready at the time of registration, as they need to be uploaded along with the Registration Form:

1. Recent passport-size photographs of the **Father, Mother, and Child** (not more than 3 months old).
2. A **Family Photograph** (mandatory).
3. Valid **Residential Address**, personal **mobile numbers** of both parents, and a correct **E-mail ID** for further correspondence.

### Registration Schedule

- **LKG:** 02<sup>nd</sup> February 2026 – 07<sup>th</sup> February 2026

## REGISTRATION INSTRUCTIONS

1. Please read the information and admission criteria carefully before filling out the registration form.
2. Enter the child's details (**Name, Parents' Names, Date of Birth**) accurately. All names must be written in **CAPITAL LETTERS** and spelt correctly, as these will appear in legal documents and CISCE records.
  - *No changes will be allowed later in Date of Birth or names after admission to Nursery or any subsequent class.*
3. Incorrect or incomplete information will lead to automatic disqualification.
4. Each applicant can register **only once**.
5. All columns of the form (except E-mail ID) must be filled in **CAPITAL LETTERS**.
6. Do not use abbreviations or short forms of words.
7. Fields marked with an asterisk (\*) are mandatory. The form cannot be submitted if these fields are left blank.
8. Registration will be accepted only after successful **online payment of the registration fee**. The fee is **non-refundable**.
9. After completing registration, **take a printout of the Registration Form and Registration Receipt**, which will also be sent to your registered e-mail ID. Kindly ensure the e-mail ID provided is correct.
10. Applicants whose forms are approved will be informed about the **Entrance Exam** via SMS.
11. On the day of the **Entrance Exam**, parents must bring:

1. **Applicant Date of Birth Certificate issued by the Municipal Corporation (Compulsory).**
2. Applicant Aadhar Card Photocopy.
3. Transfer letter of parent (For transfer cases).
4. Any of the Current Address Proof (Father or Mother) - Aadhar Card / Rent Deed.
5. Printed **Registration Form**
6. Printed **Registration Receipt**
7. **Parents are requested to save school mobile no. 7837798813 to receive messages regarding admission process.**

### **Important Notes:**

- ✚ Admission of one child does **not** guarantee admission for siblings or relatives.
- ✚ **Registration does not guarantee admission.** The decision of the school management regarding admissions shall be final.
- ✚ Once admission is granted, **no refund** will be made for charges paid, even if parents later withdraw the admission.
- ✚ The School Management reserves the right to grant or deny admission without providing reasons. The selection procedure is conducted by a designated committee and finalized by the Management.
- ✚ The school does **not accept any donation** for admissions. Parents are cautioned against dealing with third parties making false promises of securing admission in exchange for money. Any such dealings will be entirely at the parents' own risk, and the school shall not be held responsible. Parents are encouraged to report such cases so that legal action can be taken.
- ✚ **No telephonic enquiries** regarding admissions will be entertained.
- ✚ The school does not provide transportation. Parents are solely responsible for arranging transport for their children.

**S/d**  
**Sr. Crispin Maria DM**  
**Principal**