INSTRUCTIONS TO FILL THE LKG APPLICATION FORM
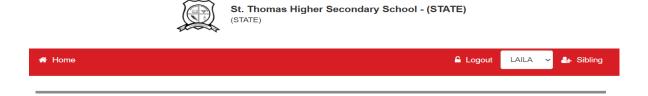
1. Under Basic Details, the **name of the Pupil** and under Parent Details, the **name of the Father** and **name of Mother** should be filled as per the Birth certificate.

2. Children whose **date of birth** falls between 1st June 2021 to 31st May 2022 are eligible for LKG admission for the academic year 2026-27.

3. Parents of children whose date of birth falls **after 31st May 2022 till 31st December 2022** may submit the online application. However, if the Government of India/ Govt of Kerala insist on completion of 6 years for admission to Std 1, students who do not meet with the age criteria, will be admitted in Class 1 only on completion of the prescribed age.

4. Kindly keep a soft copy of the **birth certificate** available for uploading in JPG, PNG or PDF format with a size of up to 300KB. The same has to be uploaded mandatorily to complete the application form.

5. All the mandatory fields marked with **asterisk *** are to be duly filled at the end of which please click on **Save and Next** to proceed to the next screen.

6. Only after filling **Basic Details** on the first screen, will you be able to proceed to filling **Parent Details** on the second screen. Subsequently after submission of Parents Details please proceed to **Other Details** on the third screen and later **Upload Birth Certificate**.

7. Please copy and save the application form number which is in the top right side, which is the reference for future processes.

8. One may edit the application before selecting the option given below:

   "**I agree to Proceed**" and then click on "**Save and Confirm**"

9. If required, for editing the application, Select the "**Back**" option available at the bottom of the screen, to go back and edit the details you have entered.

10. Once you are sure of all data entered, please select "**I agree to Proceed**" and then "**Save and Confirm**"

11. This completes the submission of the application form. Once you have successfully submitted the application, only then "**Download Application**" Option will appear at the bottom of the screen.

12. For multiple applications from the same family, for LKG admissions, the Sibling icon may be selected on the top right-hand side of the screen and a new application for the sibling can be filled in directly.

13. For any assistance in filling the application form, please contact **0471 2511203** between 9:30am to 4:30pm on weekdays.

14. For specific IT related queries, please call 9567299650/ 8129205025 between 9:30am to 4:30pm on weekdays.