



ST. JOSEPH'S HR. SEC. SCHOOL

Baramulla, Jammu and Kashmir 193101

Website: www.sjskashmir.com Email: sjsbla1905@gmail.com Contact No.: 8082585355

Ref. No.:

Date:

ADMISSION PROCEDURE AND GUIDE LINES SESSION 2026-2027

Registration site: www.sjskashmir.com / <https://entab.online/SJSBLA>

1. ELIGIBILITY

Children born between 1st November 2022 and 31st October 2023 are eligible for admission to Class Nursery in the academic year 2026–27.

2. GUIDELINE FOR ONLINE REGISTRATION

Dear Parent(s) Thank you for your interest in St. Joseph's Higher Secondary School. Before registering online, please read all instructions carefully and download/ print the formats for **"UNDERTAKING" and "CHECK LIST" from the registration website.**

❖ You must have the following documents/ information at the time of applying, as these are mandatory for filling form.

- Recent passport size photo (color) of the child (size 3.5 cm × 4.5 cm, Either upload Or Paste after filling the form)
- Recent family photograph in color (size 12.5 cm × 7.5 cm, Either upload Or Paste after filling the form)
- Valid Email ID and Mobile number
- Photo copy of Date of Birth certificate (issued by Municipal Corporation Or any authorized competent authority)

2.0 To Access The Registration Site: www.sjskashmir.com / <https://entab.online/SJSBLA>

- Follow the onscreen instructions.
- Click on **"I Agree"** option and **"Proceed"** button
- Fill in the particulars of the child (i.e. Name, Parent's Name, Date of Birth & contact details correctly) in the online registration form. Name of the candidate, DOB, Father's & Mother's name filled on the form must tally with the record submitted. After filling the form click on **"Submit"** at the bottom. Once you finally submit the registration form, no further changes are allowed.
- Note down the **"User Name"** and **"Password"** for future reference and for log into review the **Applicant Status** from time to time. The user name and password also will be mentioned in the acknowledgement slip and also will be sent through SMS.
- Click on **"Print Form"** save the **PDF format** of the form and print it in **color**. Please review the registration form carefully before printing. Avoid back-to-back **printing and sign** at the required places.
- After online registration, the printed and duly signed form along with supporting documents (please see **Section 3** of this document) duly self-attested are to be physically delivered in the school office on the dates notified in **Section 5 of this document.**

- Registration fee to be paid at the time of submission of Application Form in the school office.
- **Kindly check the status of your application time to time.**

3. SUPPORTING DOCUMENTS

Copy of the following documents duly self-attested and signed application form are required to be submitted in the school office.

- **Date of Birth Certificate** (issued by municipal corporation or any authorized competent authority). *No under process certificate will be entertained.*
- **Color Photograph** of the child (Size: 3.5 cm × 4.5 cm).
- **Valid E-Mail ID and Mobile Number of Parents.**
- **Recent Family Photograph** in color (size 6 inch × 4 inch).
- **“UNDERTAKING”** from parent(s)/ Guardian (Click on **UNDERTAKING LINK TO DOWNLOAD the format**).
- Duly filled and signed **CHECK LIST** (Click on **CHECK LIST LINK TO DOWNLOAD the format**).
- **Immunization Card of the child**
- **Aadhaar Card of the Child**
- **Aadhaar Card of the Father and Mother.**
- **PAN Card of the Father and mother.**
- **Residential Proof** – Passport/ Voter Card/ Aadhaar Card or latest paid electricity bill.
- **Highest qualification** certificate of both the parents
- **EWS** wards claiming consideration under EWS category will annex attested photocopy of authentic evidence in support thereof along with the registration form.
- If parents is alumnus of the school, kindly submit school issued documents, evidencing that the parents of the ward has been a student of this school.
- In case of ward's brother/ Sister is already a student of the school, proof thereof to be produced (copy of school ID Card/ Fee Receipt/ Report Card).

4. GENERAL INSTRUCTIONS

- All Candidates have to register online. For a parent having more than one child, individual applications are to be filled for each child.
- The reregistration form need to be signed by both the parents. In case of single parent please annex relevant document.
- Arrange all the supporting documents and the registration form according to the check list, staple it and submit in the dates as notified in **section 5**.
- The printed copy of the registration form duly filled and completed in all respects with all relevant document mentioned in **section 3** to be submitted in the school office as per the dates notified in **section 5**.
- No registration form will be accepted after last date and time under any circumstances. To avoid rejection, please do not fill more than one form for one applicant.
- **Request for change in submission date and time will not be entertained.**

- **We request both parents along with the ward to be present on the day of Interaction. Kindly make all the arrangement to be available on the same day.**
- If you are absent on the day of submission of the form/ interaction, your registration will remain cancelled without any notice.
- If selected, no changes will be made in the given particulars of the ward: name, spelling, date of birth or parentage, as long as the child is the student of the school.
- Incomplete/ fabricated supporting documents and registration form in any respect will be rejected. No further notice shall be given to the parents.
- Registration form must be complete in all respects. No alternation is allowed to be made on the printed registration form.
- Registration fee is non-refundable and non-transferable. **Registration does not guarantee admission.**
- All communication with regard to admission will be done through the school website and through SMS notification on the registered number. (School shall not be held responsible for undelivered or rejected SMS).
- After Submission of the form please log on to <https://entab.online/SJSBLA> click on parent's login; enter the user name and password to check the status of your application and selection status.

5. ADMISSION SCHEDULE:

EVENT	DATE	TIME
Commencement of Online Registration Form	25th August 2026	09:00 AM
Last Date of Closure of Online Registration Form	28th August 2026	09:00 PM
Submission & Verification of duly signed/ completed registration form hard copy/ print out with supporting documents in the school office	11th & 12th September 2026	01:00 PM to 05:00 PM

Sd/-
Principal