

# SACRED HEART CMI KINDERGARTN, THEVARA

SHKG/CIR-07/21-22

28/01/2022

Dear parent

You are requested to do the following steps for the Class 01 admission:

1. Complete the Profile Verification. Some of the parents have already completed the Profile Verification. They need not do it again. Only after completing Profile Verification, you will be able to apply for class 01 admission. Following are the steps for Profile Verification.
  - a. Login to [www.schod.co.in](http://www.schod.co.in) using your username and password.
  - b. Click on the 'Profile' menu. It will display the sub-menus.
  - c. Click on the 'Profile Verification' sub-menu.
  - d. Make corrections if there is any. Please fill all data. Some of the information requires documents as proof. If proof is required, you will be asked to enter the proof. Birth Certificate of the student is the only proof for the name of the student, date of birth of the student, place of birth of the student, gender of the student, name of father and name of mother.
  - e. Verify the OTP.
  - f. Download the PDF
  - g. Send the PDF to the given mail from the OTP verified email with the attachments (proof of correction). If there is correction in more than one data for which Birth Certificate is the proof, only one copy of the Birth Certificate is to be attached.
  - h. Wait for the Profile Verification to be approved from the school office.
  - i. Once the Profile Verification is approved, then you will receive a message in School Digital in this effect.
  - j. You should check the OTP verified email for any communication regarding Profile Verification till you get update message in School Digital.
2. Apply to Class 01
  - a. Once Profile Verification is approved, you can proceed with Class 01 admission.
  - b. Login to [www.schod.co.in](http://www.schod.co.in) using your username and password.
  - c. Click on the 'Profile' menu to expand.
  - d. There will be a new menu 'Promotion Request'. Click on 'Promotion Request'. Promotion Request menu will be displayed only for those students for whom Profile Verification is approved.

- e. Help file is available in the 'General' menu of the School Digital. You can download the pdf help file on Promotion Request. Go through the help file and fill the online application.
- f. Submit. Proceed to download the application.
- g. Take a print out of the full application which includes, Application Form, Rules and Regulations, Fee Structure and Fee Refund Policy.
- h. Submit the duly signed full application with necessary attachments when asked to submit.

Your special attention please:

- Last date for Profile Verification is 05-Feb-2022 and last date of Class 01 Application is 12-Feb-2022.
- Parents will be given a date to meet the principal with the student. Parents have to submit the duly signed application while you come to meet the principal.