

Promotion to Class 01

Dear parent

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

1. E-mail Id of the Parents

- a. Please make sure that email id of the parents given in the profile of the student is a working mail id and preferably a gmail id.
- b. If you want to update the mail id, then follow the procedure:
 - i. Send a WhatsApp message to 9061634792 from any one of the mobile numbers which is available in the student profile.
 - ii. If the mail id of the father is to be updated, then the WhatsApp message shall be: Admission number of the Student – Name of the Student – Class & Division of the Student - email id to be updated - Father.
 - iii. If the mail id of the mother is to be updated, then the WhatsApp message shall be: Admission number of the Student – Name of the Student – Class & Division of the Student - email id to be updated - Mother.
- c. If the WhatsApp message comes from a different number, other than one given in the profile of the student, such messages will be rejected.
- d. Last date to update the email id of the parents is 15-Jan-2023. Updating the email id in the profile is a manual procedure. Therefore, parents are requested to send the messages as early as possible if there is email updation.

2. Complete the Profile Verification. Only after completing the 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 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.

3. Aadhaar Number

- a. Aadhaar number has become mandatory for all official documents now-a-days. Therefore, if your ward has no aadhaar card, please enroll in aadhaar as early as possible.
- b. Aadhaar may be made mandatory (compulsory) to fill the promotion request.

4. Promotion Request

- a. Once Profile Verification is approved, you can proceed with Class 01 admission.
- b. Login to 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'.
- e. Promotion Request menu will be displayed only for those students -
 - i. for whom Profile Verification is approved and
 - ii. for whom there is no fee pending and
 - iii. for whom there is no negative advance fee. Please be aware that advance fee can be paid only through School Digital in online mode. Every online payment will take at least 3 bank-office working days to reflect in School Digital.
- f. 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.
- g. Submit. Proceed to download the application.
- h. Take a print out of the full application which includes, Application Form, Rules and Regulations, Fee Structure and Fee Refund Policy.
- i. Submit the duly signed full application with necessary attachments (self-attested copy of the birth certificate of the student, self-attested copy of the

vaccination card of the student (not COVID vaccination certificate), self-attested copy of the aadhaar card of the student and self-attested copy of the identity proof of the parents) at the school office.

- j. If any of the document is missing in the attachments or the print out of the application form is not complete, then the application will not be accepted.

Your special attention please:

- Last date for Profile Verification is 31-Jan-2023.
- Last date of Class 01 Application to submit at the school office is 05-Feb-2023.
- Last date of payment of fees in connection with admission to Class 01 is 15-Feb-2023.
- After 15-Feb-2023, remaining seats of Class 01 will be made available to fresh admissions.