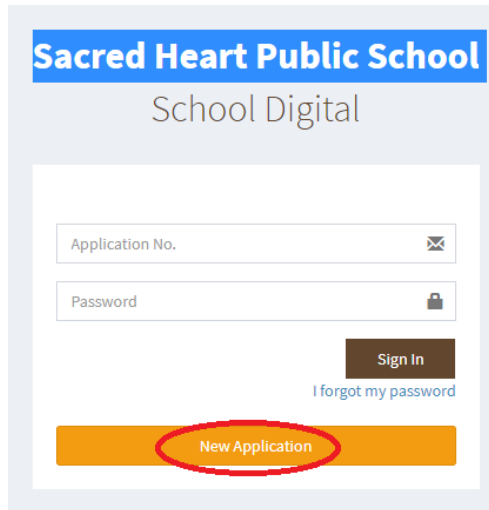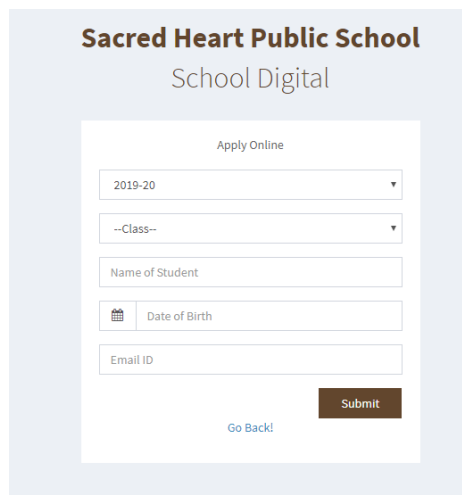# How to Apply Online

Before you start filling the application form, you may go through the Rules and Regulations of the school. To go through the Rules and Regulations, you may click here. Parent of the applicant will have to sign all the pages of the Rules and Regulations which will be attached to the application download. Once you have gone through the Rules and Regulations and if you find them satisfactory, then please start filling the application form.

Step 1:   Type the url https://www.online.schod.co.in. You will get the following screen.
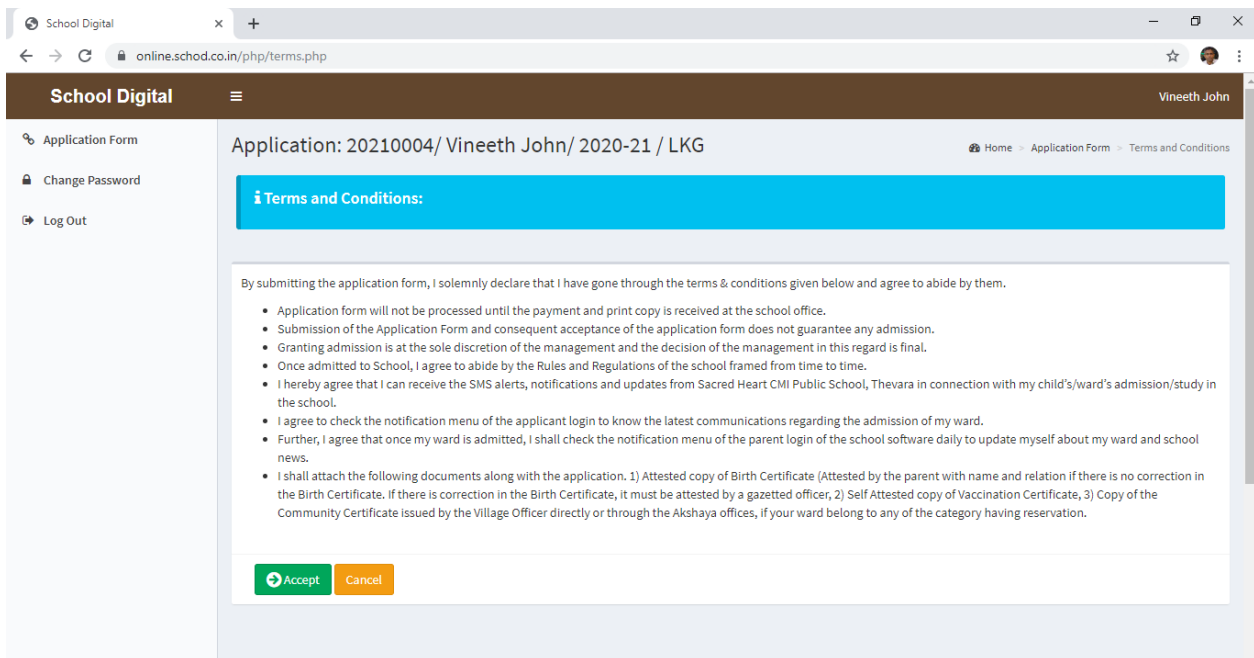

Step 2:   Click on New Application. You will get the following screen.
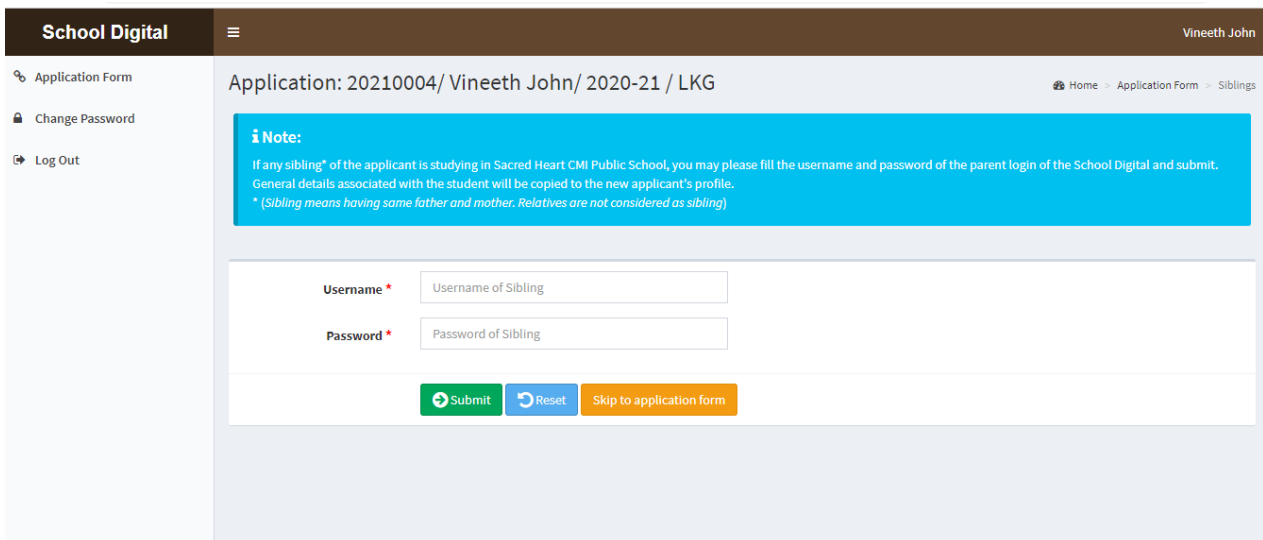

Step 3:   Select the academic year to which you are applying, Select the class. If the desired class is not listed in the list box, it means that there is admission available to those classes as of now. Enter the name of the student as in birth certificate, select the date of birth from the calendar as in birth certificate, your email id. Your application number and password will be sent to the given email id.

Step 4:   Open the Email. Click on the link given in the email. Enter the received Application Number and password.

Step 5:   Reset the password. You may give your own password. You will get a screen as given below:

Step 6: Read the Terms and Conditions carefully, accept to proceed. If not accepting, then you can cancel at this stage. By accepting you will move to the next screen.

Step 7: Here, if any sibling of the applicant is studying in Sacred Heart CMI Public School, Thevara, you may enter the login username of the School Digital and its password. Here, the applying student and parent login of the sibling should have the same email id. If the email id are different, then sibling request will be rejected. Sibling means students having the same father and mother. Relatives are not considered as sibling. If there is a sibling, it should be filled here itself. There is no other chance to fill the sibling data.

If you have to sibling data to fill, click on 'Skip to Application Form'.

Step 8: Now, you will get the following screen. At this stage, you need a soft copy of the passport size photograph of the student.

Enter the details and click on Save & Continue.

Step 9: As you click on 'Save & Continue, it will go to the next screen. In Father's Details, Mother's Details and Guardian's Details, you should have a soft copy of the passport size photo and photo id proof.

Step 10: In the tab 'Previous School', enter the details of the previous school and click on 'Add to List'. If you have no previous school, you click on the 'Skip'.

Step 11: Either on clicking on 'Skip' of the previous screen or clicking on the tab 'Preview Application', you can view the details entered. If there is any correction, please correct the data at this stage. Please make sure that you have filled all the mandatory data. If the mandatory data is not filled, then the application will be rejected.

Step 12: Once corrections over, take a print out of the Application Form. Application Form consists of Application Form, ID proof of the parents (and guardian), Rules and Regulations, Fees Structure and Fee Refund Policy. The applicant parent/guardian has to sign with name, date, relation wherever applicable.

Step 13: To pay the application form fee, you may click on the 'Make Payment' tab where from you can download the challan to pay the application form. You must pay the application fee only at the

South Indian Bank, Thevara Branch. Online facility to pay the application fee will be available shortly.

Step 14: Further communications will be only through the Notification menu of the applicant login. Phone calls or any other form of contact are not appreciated.

Your special attention please:

- Notification menu will be displayed in the applicant login by 23-September-2019. You may check the notification menu for further communications.

- Online payment of the application fee will be enabled shortly.

- If you are paying at the bank counter, please download the challan and print a copy of the same. You can pay the application fee at the South Indian Bank, Thevara (near the Scared Heart CMI Public School, Thevara) from 23-September-2019.

- Parent/guardian has to submit the application form at the kindergarten office only after paying the application fee either online or at the bank counter.

- If you are paying the application fee at the bank counter, please show the Parent Copy of the paid challan with bank seal at the kindergarten office. Those who pay the application fee online has to give the reference number/transaction number at the kindergarten office.

- Some of these 'Special Attention' notes will be modified by 23-September-2019.