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 <u>https://www.online.schod.co.in</u>. You will get the following screen.

Sacred Heart Publ	ic Schoo
School Digit	al
Application No.	×
Password	a
	Sign In
l fo	orgot my password
New Application	
NewApplication	

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

Apply Online 2019-20	acr	ed Heart Public Schoo School Digital
2019-20		Apply Online
Class Name of Student Date of Birth Email ID Go Backd	2019	-20 *
ame of Student Date of Birth mail ID Go Backl	-Cla	SS ¥
Date of Birth Email ID Submit Go Backi	Nam	e of Student
Email ID Submit Go Back!	Ê	Date of Birth
Submit Go Back!	Emai	l ID
		Submit Go Back!

- 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:

School Digital	× +	- 0	>	×
\leftrightarrow \rightarrow C $$ online.scho	d.co.in/php/terms.php	\$	•	:
School Digital	=	Vineeth .	John	Â
% Application Form	Application: 20210004/ Vineeth John/ 2020-21 / LKG & Home > Application Form > Ter	rms and Cond	itions	
Change Password	Tarms and Conditions:			
🗭 Log Out	a remis and conditions.			
	By submitting the application form, I solemnly declare that I have gone through the terms & conditions given below and agree to abide by them.			
	Application form will not be processed until the payment and print copy is received at the school office. Submicrime of the Application Form and concentrate of the application form does not automate any admicrime.			
	 Submission or the Application Form and Consequence acceptance or the application form does not guarance any admission. Granting admission is at the sole discretion of the management and the decision of the management in this regard is final. 			
	Once admitted to School, I agree to abide by the Rules and Regulations of the school framed from time to time.			
	 I hereby agree that I can receive the SMS alerts, notifications and updates from Sacred Heart CMI Public School, Thevara in connection with my child's/ward's admit the school 	ssion/study	in	
	Lagree to check the notification menu of the applicant login to know the latest communications regarding the admission of my ward.			
	• Further, I agree that once my ward is admitted, I shall check the notification menu of the parent login of the school software daily to update myself about my ward a	and school		
	news. Ishall attach the following documents along with the application. 1) Attested copy of Birth Certificate (Attested by the parent with name and relation if there is no c 	correction in		
	the Birth Certificate. If there is correction in the Birth Certificate, it must be attested by a gazetted officer, 2) Self Attested copy of Vaccination Certificate, 3) Copy of t	the		
	Community Certificate issued by the Village Officer directly or through the Akshaya offices, if your ward belong to any of the category having reservation.			
	Cancel			

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.

School Digital	≡ Vineeth John
% Application Form	Application: 20210004/ Vineeth John/ 2020-21 / LKG & Home > Application Form > Siblings
Change Password	i Note:
G ► Log Out	If any sibling* of the applicant is studying in Sacred Heart CMI Public School, you may please fill the username and password of the parent login of the School Digital and submit. General details associated with the student will be copied to the new applicant's profile. * (<i>sibling means having same father and mother. Relatives are not considered as sibling</i>) Username * Username of Sibling Password * Password of Sibling © Reset Skip to application form

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.

Application: 202100	004/ Vineeth	John/ 2020	-21 / LKG			♣ Home > Application Form > Form 1
General Details Address	Father's Details	Mother's Details	Guardian's Details	Previous Schools	Application Preview	Make Payment
Aadhar No.	Aadhar No.			Identification Mark	1 Identification N	lark 1
Gender *	🖲 Male 🛛 🔘 Fe	emale 🔘 Transge	ender	Identification Mark	2 Identification M	lark 2
Religion *	Select Religio	n	Ŧ	Blood Group	*Select Blood	Group
Caste *	Select Caste		*	Nationality	* Indian	v
Community *	Select Comm	unity	•	Place of Birt	h As in Birth Cert	ificate
Height (In Centimeter)	Height			Mother Toung	Mother Tounge	
Weight (In Kilograms)	Weight			Upload Phot (Max Size: 2 Mb	Choose File	No file chosen
				⊖ Sav	re & Continue 🛛 🕽 Re	Set Fields marked (*) are mandatory!

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'.

eneral Deta	ils Address	Father's Details	Mother's Deta	ils Guardian's Deta	ails Previo	s Schools Applie	ation Preview	Make Payme	ent	
Name of I	stitution *		Academic Year *		Highest C	ass Studied *				
Name of	Institution		Example: 2018-1	9	Highest	Class Studied		Add to list	Skip	
st of pre	vious schools									
st of pre	vious schools Name of Instit	ution	Lî Ac	ademic Year	ţţ	Highest Class Studie	ed	tl	Actions	
st of pre∙ ≠ ↓	vious schools Name of Instit	ution	lî Ac	ademic Year No data ava	↓† ailable in table	Highest Class Studio	2d	ţţ	Actions	
st of pre	vious schools Name of Instit Name of Instit	ution	A di	ademic Year No data ava ademic Year	J t ailable in table	Highest Class Studio Highest Class Studio	ed	ţţ	Actions Actions	

- 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.