



**LAKSHMIPAT SINGHANIA ACADEMY**  
**Guidelines for Online Registration**  
**Admission - Class : Pre-School I**  
**Session 2023- 2024**

Kindly read and follow the registration process & guidelines carefully.

**General Instructions :**

**1. Important Schedule**

		Dates
a.	Date for Online Registration	Thursday, 28 <sup>th</sup> July, 2022 to Thursday, 18 <sup>th</sup> August, 2022 on the given link : <a href="https://www.admissiontree.in/#/schools/LSA">https://www.admissiontree.in/#/schools/LSA</a> <a href="https://www.lsakolkata.com">https://www.lsakolkata.com</a>
b.	Date and time of meeting with parents and the child	Thursday, 25 <sup>th</sup> August, 2022 onwards. (As per the date / time mentioned in the Online Acknowledgement Receipt / Registration Form)
c.	Submission of hard copy of the Registration Form, payment receipt along with a copy of Birth Certificate (duly attested by Gazetted Officer or Notary) issued by a Municipal Corporation or a competent Registering Authority	At the time of meeting with parents and the child.

2. This is an application for registration only. Registration does not guarantee admission.
3. Eligibility of the candidate for taking admission in Class Pre-School I :
  - a. **The child must be born on / between 1<sup>st</sup> April, 2019 and 31<sup>st</sup> March, 2020.**
  - b. Candidate's Date of Birth as mentioned in the Registration Form will be verified with the Birth Certificate on the day of meeting with parents and the child. In case of any discrepancy the registration will stand cancelled.
4. On completion of the registration process an email from admission tree will be sent to you having the Registration form and the payment receipt.  
Kindly carry a Hard copy of the following on the day of Interaction:
  - a. Duly filled up Registration/Application Form
  - b. A copy of Attested Birth Certificate
  - c. Payment Receipt
5. The Prospectus is available on the school website for viewing (and may be downloaded if required)
6. Kindly be present 15 minutes prior to the time specified on the Registration Form.
7. All Covid protocols will be followed at the venue of the meeting.