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## D.A. V. PUBLIC SCHOOL, PAKHOWAL ROAD, LUDHIANA

(Admission link will be activated on 16<sup>th</sup> October, 2024 at 9:00 am)

### Instructions for Filling of Online Registration Form for classes Pre KG, LKG & UKG

#### Step 1: Know your ward's eligibility:

Parents are requested to ensure eligibility of their ward before applying online. Applications of candidates who do not fulfill eligibility criteria mentioned below will automatically stand cancelled.

- Pre-KG - 3 years to 4 years as on 01.04.2025**  
(Child should be born between 031.03.2021 to 01.04.2022)
- L KG - 4 years to 5 years as on 01.04.2025**  
(Child should be born between 31.03.2020 to 01.04.2021)
- UKG - 5 years to 6 years as on 01.04.2025**  
(Child should be born between 31.03.2019 to 01.04.2020)

#### **Documents Required**

**(scanned copies, the size of each scanned copy must be less than 100 KB)**

- 1) Scanned photo of the child
- 2) Birth certificate of the child

#### Step 2: Apply Online

How to fill form:

- Go to school website [www.davpakhwal.com](http://www.davpakhwal.com). You will find the link to proceed for Online Registration under the **Admission tab**.
- Open the given link
- **Select Class Pre KG/LKG/UKG**  
**Date of Birth:** Should be mentioned clearly as per the DOB (Date of Birth) certificate. Any discrepancy in the above will result in disqualification.
- **Email ID:** A valid and currently being used Email ID must be mentioned in the space provided for further correspondence.

**Please ensure that you write your correct email address as this email address will be used for further communication.**

**Fill in the following Details**

**1. STUDENT'S DETAILS**

• **Fill name & date of birth of the child**

As mentioned in Birth certificate. In case name is not mentioned in Birth certificate then name declared by the parents at the time of filling form will be considered final.

2. Fill the Parent's detail

Name of mother & father should as per Birth Certificate of the child

Fill 10 digit mobile number

Fill valid Email id

3. Fill address

4. Upload latest photograph of the child & Birth Certificate of the child

**Step 3 : Payment of Fees**

- Click Submit to go for payment.
- **Make payment of rupees 1200/-** (registration fee). Payment can be made through debit/credit card / net banking.
- Once the payment is successful, your form will automatically get submitted.
- You will receive SMS from AX-EDQFIX after filling the form and your Application ID number will be generated (starting from AY25-26/....).
- **Take a print of the receipt after payment.**

**Step 4: Interaction with Applicant child**

- Parents are supposed to bring original Documents for verification on Interaction Dates (for Pre KG & LKG).
- Interaction date and time will be intimated to you through email. So, kindly keep checking your mail time to time. (for Pre KG & LKG)
  - There will be an entrance exam for admission in UKG

You can mail your queries regarding admission at [davpakhwaladmissions@gmail.com](mailto:davpakhwaladmissions@gmail.com)  
(your queries will be answered within 48 hours)

- **NOTE:** In case of any difficulty in **filling the form**, you can contact:
  - **School reception- 9876467182**  
Mrs. Sangeeta Mohindroo: **9915965598 (8:00 am to 2:00 pm)**