Mob No: +91 9436123671
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E-mail: Principal189@gmail.com

MONTFORT HIGHER SECONDARY SCHOOL

Montfort Nagar, Champak Nagar P.O, West Tripura, Pin: 799045
(Affiliated to CBSE No: 2030018)

Ref. No: Date: 11.03.2024

Guidelines for Online Registration of Class XI

Availability of Forms:

Online Registration Forms for Class 11 (Session 2024-2025) will be available from 14th March 2024, timing 10:00 am onwards till 20th March 2024.

Pre-requisites: Ensure that you have the following before you begin to fill the form.

- Recent Passport Size Photograph of the applicant child (in Jpeg, Jpg format to be uploaded)
- Size of the photographs should not be more than 20Kb
- Valid Email ID of the candidate/parent
- Clear Image of the birth Certificate (in Jpeg, Jpg format to be uploaded size between 50 kb to 100kb)

IMPORTANT INFORMATION REGARDING ADMISSION TO CLASS 11

1. **Age:** The age of the candidate should not be more than 18 years. If the age of your child is **NOT** as per the age specified, The candidate will not be eligible for admission to class 11.

2. **Birth Certificate:** The original Birth Certificate alongwith a photocopy must be submitted at the time of verification of the form.

   NOTE : The original document will be returned to the parents immediately after the verification.

3. **Name and other particulars:** Fill in the particulars of the child (i.e, name of the candidate, parent's name, date of birth) correctly. **The date of birth filled in the form must tally with the one written in the Birth Certificate & Admit Card**. All names should be spelt correctly in capital letters as they will be required in all the legal papers and CBSE records of the candidate.

IMPORTANT NOTE: No change (whatsoever) will be made after the admission to Class XI regarding Date of Birth.

4. **Photographs to be uploaded:**

   A recent passport-size photograph (taken not more than 6 months before the date of application) of the applicant with the **date of taking the photo printed below** on the photo has to be uploaded in the space provided for it.

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5. **Documents to be uploaded:**
   - Birth certificate (Size between 50 kb to 100 kb in jpeg or jpg format)
   - Marksheet of Pre-Board Examinations. (Size between 50 kb to 100 kb in jpeg or jpg format)

6. **Selection:** The Management of the School reserves all the right of admission or rejection and is not bound to give reasons for the admission or rejection of any particular candidate. The selection procedure is designed by the Committee and the Selection of the candidate is done by the Management.

7. **Rejection of forms:** Incomplete registration forms and forms providing incorrect information will automatically stand rejected.

8. **Caution:** The School does not accept any donations for admission. Parents should be aware of third parties collecting money on behalf of the school and making false claims of procuring admission. If the parents enter into any transactions with such parties, they will be doing so at their own risk and the school shall not be responsible for it.

9. **Regarding Inquiry:**
   FOR MORE DETAILS, PLEASE CONTACT THE SCHOOL OFFICE OR DIAL MOB. NO: 9436123671 / 8414037104 OR VISIT SCHOOL'S WEBSITE www.montfortchampaknagar.org TO GET UPDATED   INFORMATION REGARDING CLASS XI ADMISSION.

10. **Printing the Application Form:** Once the form for admission is filled and saved (Submitted Online), the parent is required to take the printout of the Application Form. Note the registration number on the Application form for any future correspondence with the school.

11. You are advised to fill in **ONLY ONE** online form. Duplicate forms shall be rejected.

Documents required to be submitted at the time of admission:

1) Printout of the Registration form (Those who have applied online)
2) Photocopy of Birth Certificate.
3) Photocopy of Admit Card.
4) Original Migration Certificate. (To be submitted later by the students from boards other than CBSE when available.)
5) Photocopy of Aadhaar Card.
6) One copy of recent passport-size colour photo.
7) Photocopy of disability certificate. (Those who have any disability).
8) Other documents which are applicable.

(BRO. K. J. Jose)
      Principal