

# Online Application Form Instruction Manual

## **Manual on how to fill online Application Form. (KG Section)**

Date

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Prepared By-

SIES Central IT

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# Steps for filling Application Form

**Important information: Submission of hard copy of application form in school office is compulsory to consider your application for admission process. Failed to do so, your application will not be considered for further process of admission.**

**Note: - If you are using your mobile Phone to fill this form and are facing issue in navigation then use landscape mode instead of portrait.**

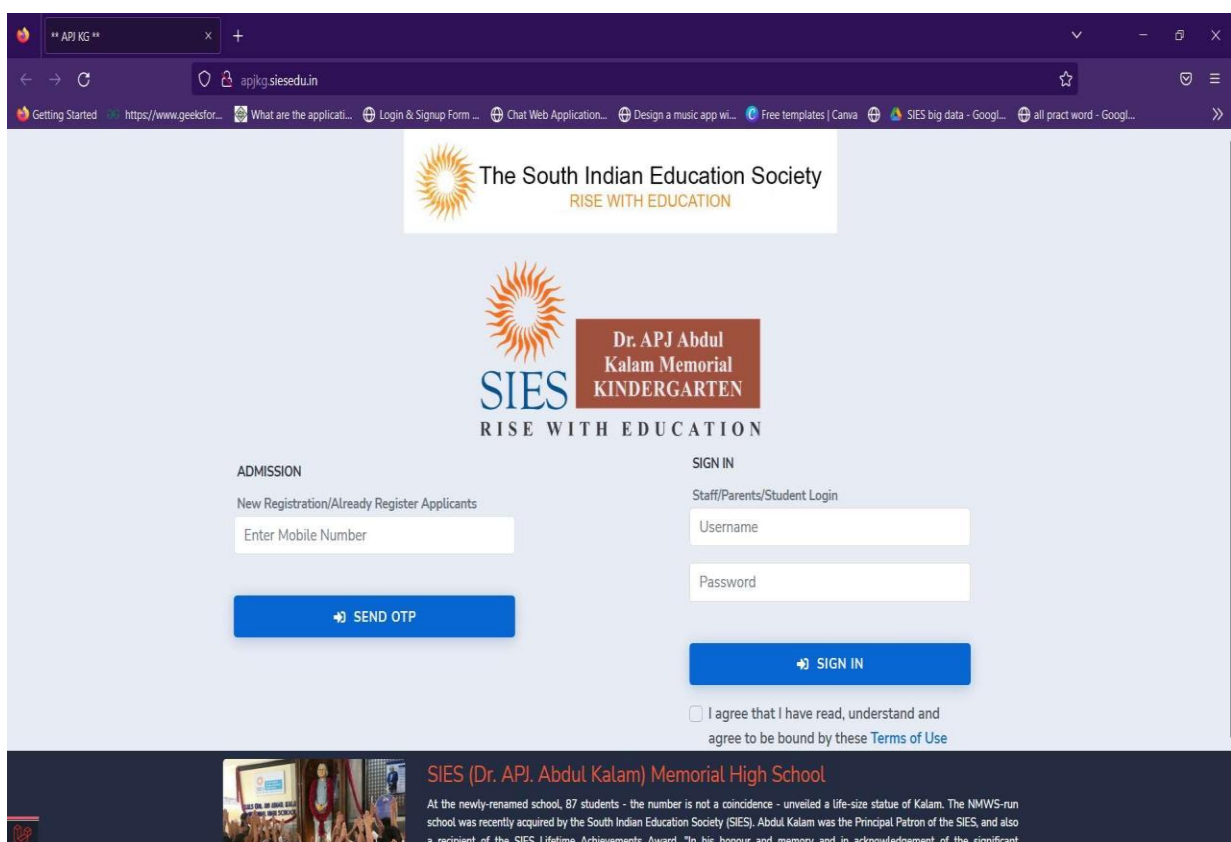
**Portrait Mode**



**Landscape Mode**



1. Go to: <https://apjkg.learnnfocus.com> or alternatively you can visit the school website ([siesapj.edu.in](https://siesapj.edu.in)) and click on **KG online admission form** on home page.



The screenshot shows the website of The South Indian Education Society (SIES) with the tagline "RISE WITH EDUCATION". The main heading is "Dr. APJ Abdul Kalam Memorial KINDERGARTEN". Below this, there are two main sections: "ADMISSION" and "SIGN IN".

**ADMISSION Section:**

- Text: "New Registration/Already Register Applicants"
- Input field: "Enter Mobile Number"
- Button: "SEND OTP"

**SIGN IN Section:**

- Text: "Staff/Parents/Student Login"
- Input field: "Username"
- Input field: "Password"
- Button: "SIGN IN"
- Text: "I agree that I have read, understand and agree to be bound by these [Terms of Use](#)"

**Footer Section:**

- Image: A group of children and a statue of Dr. APJ Abdul Kalam.
- Text: "SIES (Dr. APJ. Abdul Kalam) Memorial High School"
- Text: "At the newly-renamed school, 87 students - the number is not a coincidence - unveiled a life-size statue of Kalam. The NMWS-run school was recently acquired by the South Indian Education Society (SIES). Abdul Kalam was the Principal Patron of the SIES, and also a recipient of the SIES Lifetime Achievements Award. "In his honour and memory and in acknowledgement of the significant"

2. Enter your mobile number on the left-hand side under the **ADMISSION** section for **New registration**. Then Click on Send OTP. You will receive an OTP on the mobile number. If you do not receive an OTP in 3 mins, you have to click on RESEND OTP.

The screenshot displays the website of The South Indian Education Society (SIES) for Dr. APJ Abdul Kalam Memorial Kindergarten. The page is divided into two main sections: ADMISSION and SIGN IN.

**ADMISSION Section:**

- Header: ADMISSION
- Sub-header: New Registration/Already Register Applicants
- Input field: A text box containing the mobile number 8286.
- Button: A blue button labeled SEND OTP.

**SIGN IN Section:**

- Header: SIGN IN
- Sub-header: Staff/Parents/Student Login
- Input fields: Username and Password.
- Button: A blue button labeled SIGN IN.
- Checkbox: A checkbox labeled I agree that I have read, understand and agree to be bound by these Terms of Use.

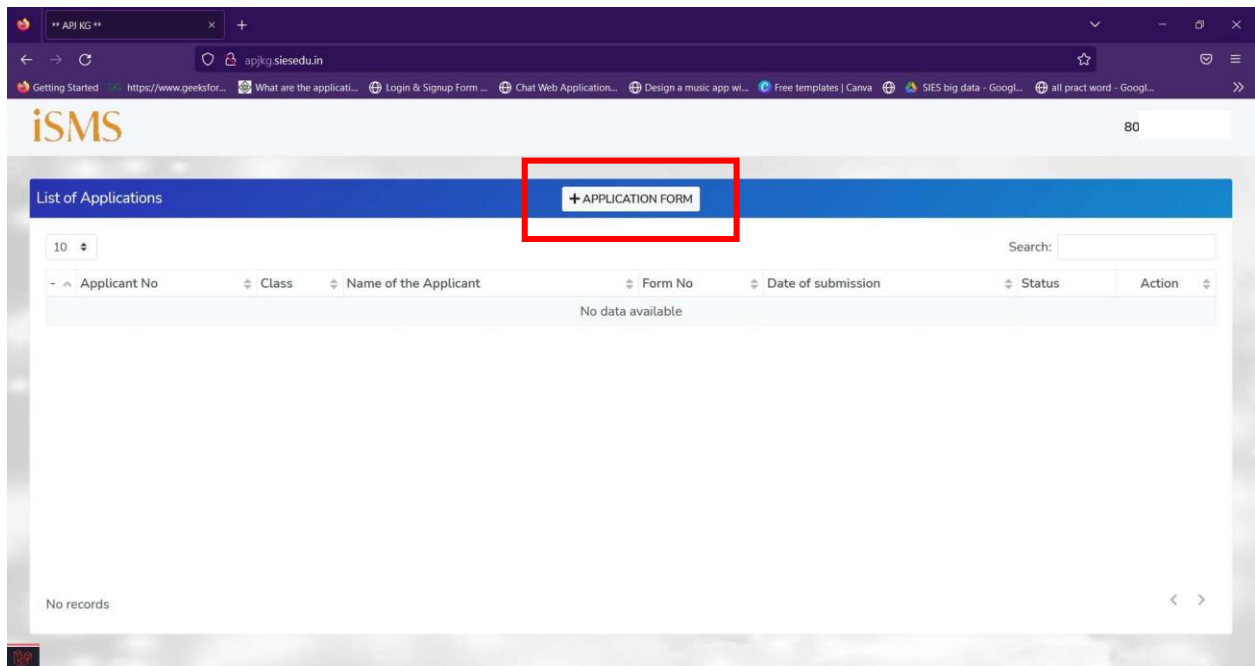
**Footer:**

SIES (Dr. APJ. Abdul Kalam) Memorial High School

At the newly-renamed school, 87 students - the number is not a coincidence - unveiled a life-size statue of Kalam. The NMWS-run school was recently acquired by the South Indian Education Society (SIES). Abdul Kalam was the Principal Patron of the SIES, and also a recipient of the SIES Lifetime Achievements Award. "In his honour and memory and in acknowledgement of the significant

The screenshot also shows a second browser window below the first one, displaying the same website but with the mobile number 9819123456 entered in the input field, and the button labeled VERIFY OTP. A button labeled RESEND OTP IN 01:57 is also visible.

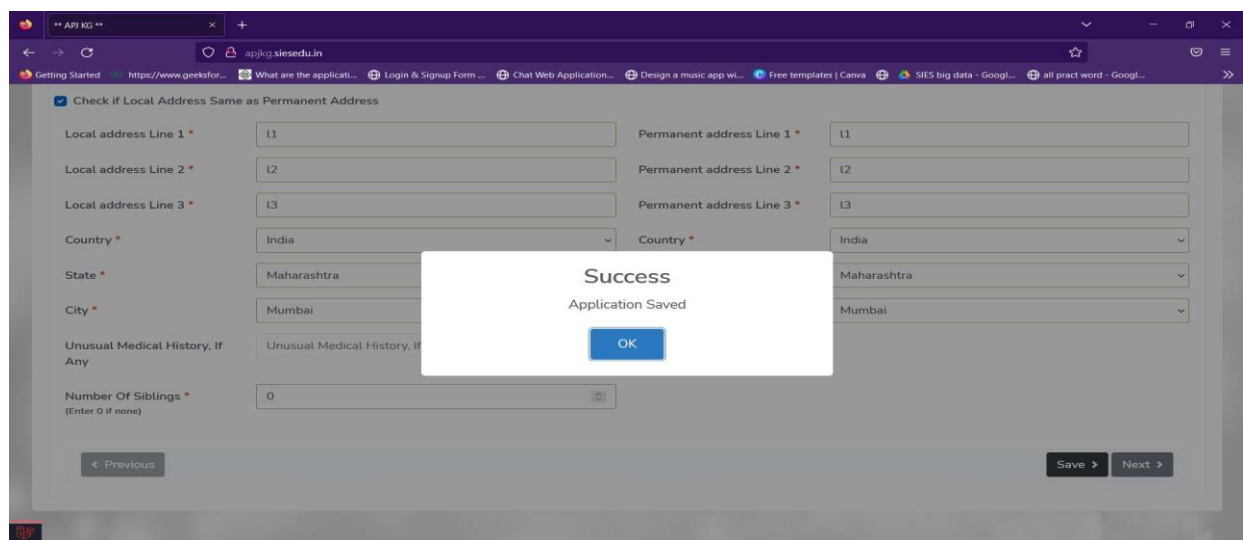
3. After entering the OTP, a new window will be opened as shown below. Click on **+APPLICATION FORM** to start filling of your application form.



4. Fill all the details and then click on **Save** and then click on **Next**.

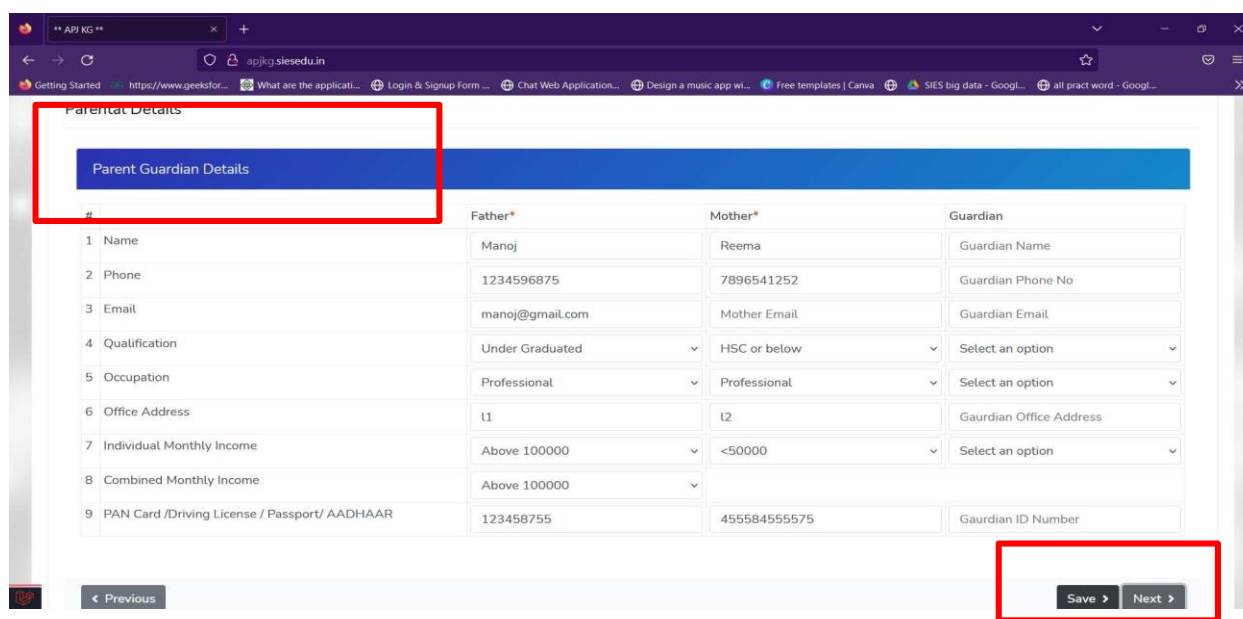
The screenshot shows the 'Online Application Form' page. The page has a blue header with the text 'Online Application Form' on the left and a 'Back' button on the right. Below the header is a form with several fields: 'Academic Year' (2023-2024), 'Board' (State Board), 'Class' (Select an option), 'Applicant Type' (New), 'Medium' (English), and 'Parent Details' (Parent Name, Parent Mobile No, Parent Email). Below the form is a tabbed interface with tabs for 'Personal Information', 'Parent Details', 'Previous School Details', 'Siblings', and 'Documents'. The 'Personal Information' tab is selected, showing fields for 'First Name', 'Middle Name', 'Last Name', 'Date of Birth', and 'Gender'.

5. After filling the first section of form and saving below pop-up message will come.



The screenshot shows a web browser window with a form titled "APJ KG". The form is partially filled with address details. A white pop-up message box is centered on the screen, displaying "Success" and "Application Saved" with an "OK" button. The background form includes fields for Local and Permanent address lines, Country, State, City, Unusual Medical History, and Number of Siblings. Navigation buttons "Previous", "Save", and "Next" are visible at the bottom.

6. Fill out the next section of form i.e., the Parents Guardian details. Please note all detail of at least one parent is mandatory.



The screenshot displays the "Parental Details" section of the form. A red box highlights the "Parent Guardian Details" header. Below it is a table with columns for "Father\*", "Mother\*", and "Guardian". The table contains 9 rows of data. At the bottom right, another red box highlights the "Save" and "Next" buttons.

#	Father*	Mother*	Guardian
1 Name	Manoj	Reema	Guardian Name
2 Phone	1234596875	7896541252	Guardian Phone No
3 Email	manoj@gmail.com	Mother Email	Guardian Email
4 Qualification	Under Graduated	HSC or below	Select an option
5 Occupation	Professional	Professional	Select an option
6 Office Address	l1	l2	Gaurdian Office Address
7 Individual Monthly Income	Above 100000	<50000	Select an option
8 Combined Monthly Income	Above 100000		
9 PAN Card /Driving License / Passport/ AADHAAR	123458755	455584555575	Gaurdian ID Number

7. Click next to fill Previous School Details. Kindly note if you are applying for Nursery then do not enter any details and click on Next.

The screenshot shows the 'Previous School Details' form. At the top, there are tabs for 'Personal Information', 'Parent Details', 'Previous School Details' (which is highlighted with a red box), 'Siblings', and 'Documents'. Below the tabs, the form contains several input fields: 'Name of the last School attended' (with value 'NA'), 'Reason for Transfer' (with value 'NA'), 'Date of Leaving' (with value 'Date of Leaving'), 'Class' (with value 'NA'), 'Board' (with value 'NA'), 'Medium' (with value 'NA'), and 'Student Number' (with value 'NA'). At the bottom right, there are 'Save' and 'Next' buttons, with the 'Next' button highlighted by a red box. A 'Previous' button is also visible at the bottom left.

8. Click next and fill Siblings details. Kindly note if there are no siblings then do not enter any details and click Next.

The screenshot shows the 'Siblings' form. At the top, there are tabs for 'Personal Information', 'Parent Details', 'Previous School Details', 'Siblings' (which is highlighted with a red box), and 'Documents'. Below the tabs, the form contains several input fields: 'Academic Year' (with value '2023-2024'), 'Applicant Type' (with value 'New'), 'Class' (with value 'Nursery'), 'Board' (with value 'State Board'), and 'Medium' (with value 'English'). Below these fields, there is a table for 'Sibling Details' with columns: 'Name', 'Age', 'School', 'Class', 'Section', and 'Action'. The table has a blue header row and a body row with the text 'Siblings Add New'. A green '+' button is located to the right of the table. At the bottom right, there are 'Save' and 'Next' buttons, with the 'Next' button highlighted by a red box. A 'Previous' button is also visible at the bottom left.

9. In the last tab of Documents, upload all the documents and Submit.

Documents

Photograph of your child \*  sun\_prev\_ui.png

Birth Certificate \*  K-000005.pdf

PAN Card \ Driving License \ Passport or AADHAAR of Father/ Mother / Guardian \*  K-000005.pdf

Father's Photo \*  K-000005.pdf

Mother's Photo \*  K-000005.pdf

Parents Signature \*  K-000005.pdf

☒ I agree that I have read, understand and agree to be bound by these [Terms of Use](#)

10. After Clicking on **Submit** you will get the message of Submitted Successfully.

Documents

Photograph of your child \*  sun\_prev\_ui.png

Birth Certificate \*  K-000005.pdf

PAN Card \ Driving License \ Passport or AADHAAR of Father/ Mother / Guardian \*  K-000005.pdf

Father's Photo \*  K-000005.pdf

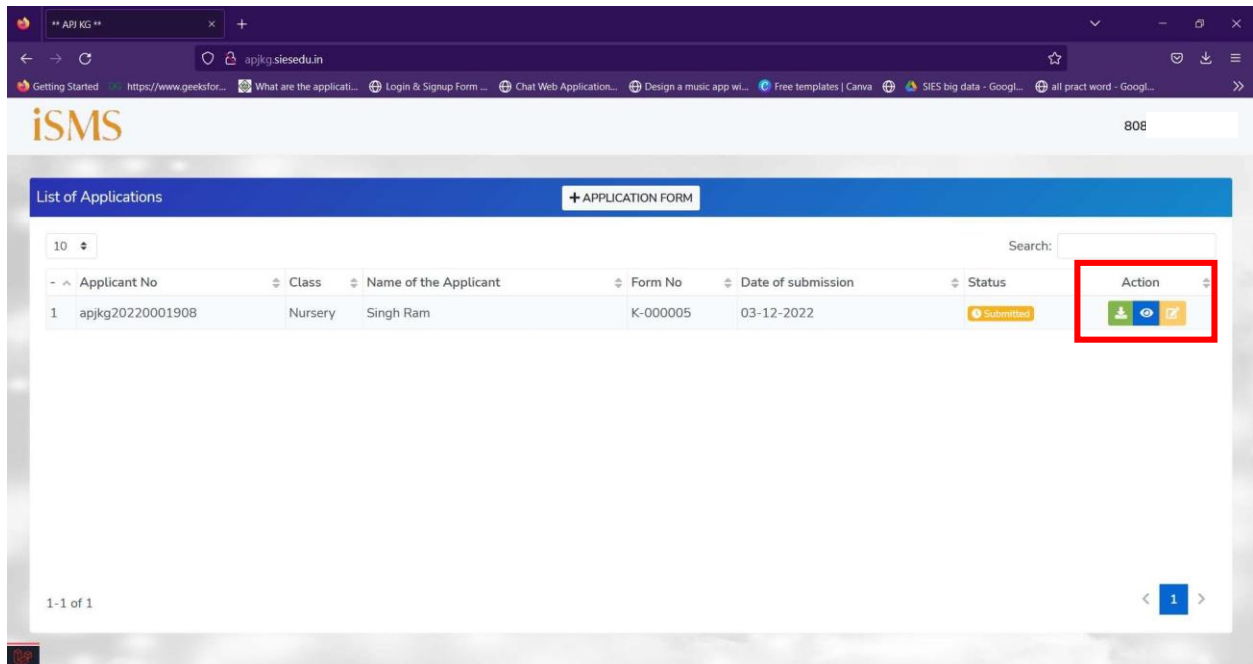
Mother's Photo \*  K-000005.pdf

Parents Signature \*  K-000005.pdf

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**Success**  
Submitted Successfully

11. After clicking on OK you will be taken to the 1<sup>st</sup> screen. You must download the form by clicking on Green button. **Forms once submitted cannot be edited.**



Printed application form should be submitted in school office as per given schedule.

If you want to fill another application with same mobile number, then click on +APPLICATION FORM and follow above process.

To re-login, follow step no.1 and generate OTP, submit OTP and you will be able to see your previously filled form.