

Guideline To Fill the Online Registration Form

Step – 1

Open the Browser

Step – 2

Open the following link – <https://shsadra.in/>



Step – 3

Click on the Online Registration

Fee Payment Aestree Web Portal

 **SACRED HEART SCHOOL - ADRA - PURULIA - WEST BENGAL - (WB212)**
(A UNIT OF JAMSHEDPUR DIOCESAN EDUCATION SOCIETY, REG. NO. 529/2006)
A CO-EDUCATIONAL ENGLISH MEDIUM SCHOOL AFFILIATED TO CISCE, NEW DELHI

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Online Admission For The Session 2026-27

We are pleased to announce that online admissions for the Academic Session 2026–2027 are now open. Parents and guardians are invited to submit applications conveniently through our online portal.

Admission Prerequisites:

- **Valid Email ID and Mobile Number:**
For verification and communication during the admission process.
- **Scanned Documents in JPG format:**
 1. Birth Certificate of the candidate (Issued by the office of Municipality or Registration Office of Birth and Deaths)
 2. Previous School Report Card / Transfer Certificate (if applicable)
 3. Passport size photograph of the Candidate
 4. Postcard size photograph of the Parents with the child in the middle
 5. In case of Christian, the Baptism Certificate (not older than one month) should be attached
- **Age Requirement as on 28/02/2026:**
 1. Nursery: 3+ years to below 4 years
 2. LKG: 4+ years to below 5 years
 3. UKG: 5+ years to below 6 years
- **Form Fee:**
A non-refundable form fee of ₹500 must be paid at the time of registration in order to proceed to fill the admission form.

Admission Schedule & Instructions:

Admission Timeline:

- **Admission Starts:** 01 November 2025
- **Admission Closes:** 30 November 2025

After Submitting the Online Form:

- **Admission Test (For LKG & UKG only)**
Parents for classes LKG & UKG must come with their child on 06th December 2025 (Saturday) for a Written Admission Test along with the Admit Card, Pencil, Eraser, Exam Board etc.
- **Parent Interview with the Principal**
Please attend on the respective date along with your child's original Birth Certificate
 - Nursery: 08 December 2025 (Monday)
 - LKG: 09 December 2025 (Tuesday)
 - UKG: 11 December 2025 (Thursday)

Admission Confirmation:
Upon approval of your application, you will be notified via the admission portal and email/SMS to log in and pay the admission fee

Important Notes:

1. The Birth Certificate must carry the name of the child.
2. The date of registration of birth on the certificate must be within a year of the child's birth.
3. Affidavits, Horoscope, or hospital certificates are not accepted.
4. The information provided by you in the Admission form is binding.
5. Date of birth and name once entered cannot be subsequently changed under any circumstances.

Guideline To Fill the Online Admission Registration Form:

[Download Guideline](#)

I agree to the terms and conditions outlined above.

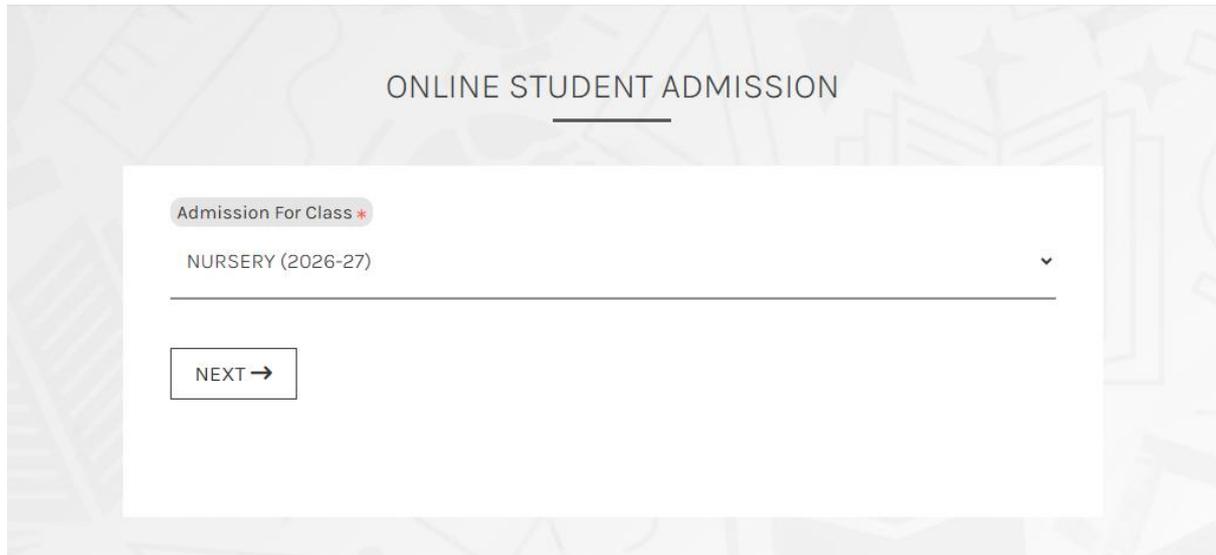
[Proceed](#)

Step – 4

Again, click on the Proceed

Step – 5

Choose the appropriate Class and then click on “NEXT”.



ONLINE STUDENT ADMISSION

Admission For Class *

NURSERY (2026-27) ▼

NEXT →

ONLINE STUDENT ADMISSION

Admission For Class *

NURSERY (2026-27) ▼

NEXT →

Applying for Class: NURSERY

Academic Year: 2026-27

Admission Start Date: 01/09/2025

Admission End Date: 15/09/2025

Candidate's Date of Birth Should be Between: 01/04/2022 and 31/03/2023

Candidate Information

You will NOT be able to change these information afterwards!

Enter Candidate's First Name *

Enter Candidate's Middle Name

Enter Candidate's Last Name

Step – 6

Fill the Student Information and Click on the "Next" button.

Candidate Information

You will NOT be able to change these information afterwards!

Enter Candidate's First Name *	Enter Candidate's Middle Name	Enter Candidate's Last Name
Enter Password *	Re-enter Password *	
Enter Mobile Number *	Enter Email *	
Date of Birth *	Gender *	
dd-mm-yyyy	Male	

Next → [Already registered? Please Login](#)

Candidate Information

You will NOT be able to change these information afterwards!

First Name *	Enter Candidate's Middle Name	Last Name
John		Doe
Password *	Re-enter Password *	
.....	
Mobile Number *	Email *	
9851199912	support@aestree.com	
Date of Birth *	Gender *	
04-04-2022	Male	

Next → [Already registered? Please Login](#)

Step – 7

We have sent you an OTP on your Email.

Candidate's Date of Birth should be between: 01/04/2022 and 31/03/2023

Candidate Information

You will NOT be able to change these information afterwards!

First Name *	Enter Candidate's Middle Name	Last Name
John		Doe

Password *	Re-enter Password *
.....

Mobile Number *	Email *
9851199912	support@aestree.com

Date of Birth *	Gender *
04-04-2022	Male

We have sent you an OTP on support@aestree.com

Resend 26

Enter Email OTP

VERIFY

OTP for Online Admission Inbox x



Aestree Support <support@aestree.com>
to me ▾

17:08 (0 minutes ago)



Hi, John Doe!

OTP for your admission email verification is: **224114**

Regards,
Aestree

← Reply

→ Forward

Step – 8

Enter the OTP and Verify.

Candidate Information

You will NOT be able to change these information afterwards!

First Name *	Enter Candidate's Middle Name	Last Name
John		Doe
Password *		Re-enter Password *
.....	
Mobile Number *		Email *
9851199912		support@aestree.com
Date of Birth *		Gender *
04-04-2022		Male

We have sent you an OTP on support@aestree.com

Resend

Email OTP *

224114

VERIFY

Step – 9

Then Click on "PROCEED" button.

We have sent you an OTP on support@aestree.com

Resend

Email OTP *

224114

PROCEED →

Credentials for Online Admission Inbox x



◆ Summarise this email



Aestree Support <support@aestree.com>
to me ▾

17:10 (5 minutes ago) ☆ ↶ ⋮

Hi, John Doe!

Login credentials to fill admission form.
DO NOT SHARE WITH ANYONE

User ID: **john2**
Password: **john123**

Regards,
Aestree

↶ Reply

↷ Forward

🕒 Login to Admission Form

Enter Username

This field is required.

Enter Password

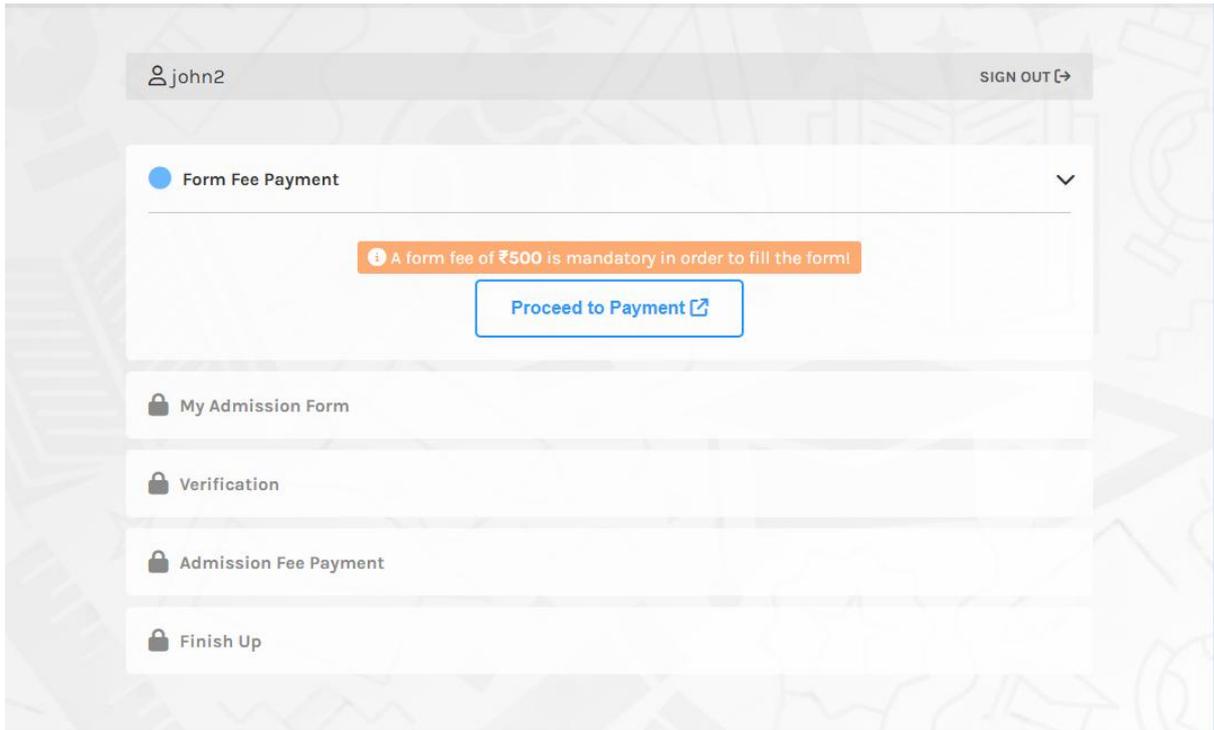
This field is required.

Register Now

LOGIN →

Step- 10

After that click on “PROCEED TO PAYMENT” button.



Step- 11

Fill the column and click on “PAY NOW” button.

Contact Details

Contact

Select a payment method

- Credit/Debit Card**
Visa, Mastercard, Maestro, Rupay
- Netbanking**
Pay with Internet Banking Account
- Wallet**
Pay using a Wallet
- UPI**
Pay using BHIM, GPay and other UPI apps

Amount payable is

₹500 + Convenience Charges

Pay with Credit/Debit Card

Card Number

Expiry Date CVV

Cardholder's Name

PAY NOW

Step- 12

Now you can download the fee receipt.

john2 SIGN OUT [→]

✔ Form Fee Payment ▼

✔ Form fee payment was successful and receipt was sent on support@aestree.com!

[Download Receipt](#)

● My Admission Form ▼

Applying For Class Demo	Academic Year 2025-26	Start 2025-09-01	End 2025-09-15
First Name John	Middle Name -	Last Name Doe	
Birth Date 2022-04-04		Gender Male	

Form Fee Receipt 1 / 1 | - 100% + | [Icons]

FORM FEE RECEIPT

Receipt No. : 1
 Receipt Date : 01 Sep, 2025
 Session : 2025-26

User ID: john2	Student's Name: John Doe	Applying For Class: Demo	Email: support@aestree.com
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Fee Particulars	Amount (₹)
Admission Form Fee	1
<p>Paid Amount : ₹ 1 Total Fee Amount : ₹ 1</p> <p>Payment Method : RP</p> <p>In Words : Rupees one only</p>	

This is an electronically generated receipt, hence does not require signature.

Step- 13

Now fill the complete details of the student and click on “PREVIEW & SUBMIT” button.

Birth Date 2022-04-04		Gender Male	
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About the Student

Nationality *	Blood Group	Enter Aadhaar Number	
Indian	B+		
Religion *	Social Category *	Child's Photo *	
Other	General	du...le.jpg	
Child's Photo with Parent *	Birth Certificate *		
images.jpeg	XI-...jpg		

Previous School Details

Enter Previous School Name	Enter Previous School Address	Enter Class in Previous School
Date of withdrawal from Previous School	Has Promoted	Transfer Certificate
dd-mm-yyyy	Yes	No ...osen

PREVIEW & SUBMIT

Verification

Step- 14

Kindly check your details are correct and click on "SUBMIT" button.

john2 SIGN OUT [→]

Form Fee Payment >

My Admission Form ∨

Applying For Class Demo	Academic Year 2025-26	Start 2025-09-01	End 2025-09-15
First Name John	Middle Name -	Last Name Doe	
Birth Date 2022-04-04		Gender Male	

ADMISSION INFORMATION

Nationality: Indian Blood Group: B+ Aadhaar Number: -

Sibling Name 1: - Sibling Class 1: -

Sibling Name 2: - Sibling Class 2: -

Sibling Name 3: - Sibling Class 3: -

← EDIT SUBMIT

Verification

Residence Address:

Faridabad

Locality:	-	District:	-	Block Municipalty:	-
Post Office:	-	Police Station:	-	Village/City:	Faridabad
PIN Code:	-	Mobile Number:	-	Alt. Mobile Number:	-
Residence Phone:	-	Office Phone:	-	Email ID:	-
Sibling Name 1:	-	Sibling Class 1:	-		
Sibling Name 2:	-	Sibling Class 2:	-		
Sibling Name 3:	-	Sibling Class 3:	-		

This action is irreversible!

← EDIT

✓ SUBMIT

🔒 Verification

🔒 Admission Fee Payment

🔒 Finish Up