

SRI  
**SRIMATHI SUNDARAVALLI MEMORIAL SCHOOL**  
CHENNAI – 600 063

**INTRODUCTION**

1. View the Demo Application Form to understand the procedure for filling the Online Requisition for the Registration form.
2. On 27.01.2022, the Online Registration will open at 7.35 a.m.
3. You are required to keep ready a scanned copy of the child's/student's Birth Certificate in ".jpeg" format (Image size between 500 KB and 1800 KB) for uploading.
4. On completion of filling the Online Requisition form, you will have to remit a sum of Rs.1000/- online, **Non-Refundable Enrolment Application Fee**, which can be paid by Net banking / Debit card /UPI Mode / Credit card. On successful payment of the same, a Requisition Number will be generated.
5. Note down the Requisition number and proceed to fill in the Detailed Online Requisition Form immediately.
6. On 30.01.2022 at 11.00 a.m. the Registration Status and the follow up process will be uploaded to the website.
7. Login with the requisition number as the user-name and the child's/student's Date of Birth as the password.

**Example:**

**User Name:** SSMSPERUNGALATHUR/ADMN/2022-23/0001

**Password (Date of Birth): 01-11-2018**