

केन्द्रीय विद्यालय मीनम्बाक्कम् चेन्नई 27  
KENDRIYA VIDYALAYA, MINAMBAKKAM, CHENNAI-27  
கேந்த்ரீய வித்யாலயா, மீனாம்பாக்கம், சென்னை-27

Home About Us Academics Administration Finance Miscellaneous Select Language

Announcements  
[Revised Holidays List 2017](#)  
[E Content](#)  
[Class XII Maths CBSE Q.P\(2008-12\)](#)  
[Class XII - CS Board paper](#)  
[Class XII - IP Board papers](#)  
[CBSE](#)  
[NCSE 2016](#)  
[Class XII Physics CBSE Q.P\(2008.13\)](#)  
[PHOTOGRAPHS OF EXISTING INFRASTRUCTURE](#)

# How To Edit Application For Class 1 Online

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2017 YEAR OF SUCCESS

## User Guide

STEP 1: Go to “darpan.kvs.gov.in”. Click on “Online Admission” tab

STEP 2: Select **Application Status** Option.

The screenshot shows the website for Kendriya Vidyalaya Sangathan. The browser address bar displays 'admission.kvs.gov.in/OLAKVS/olaLoginLogoutAction.action'. The page header includes the organization's name in Hindi and English, along with navigation links: HOME, SEARCH, VIDYALAYA LIST, APPLICATION STATUS (circled in red), FAQs, and CONTACT US. The main content area features a section titled 'ONLINE ADMISSION FOR STUDENTS' with an 'Apply Online' button. Below this, there is a 'Please Note' regarding registration dates and a section titled 'KENDRIYA VIDYALAYA'S FOUR - FOLD MISSIONS' with three mission statements. The bottom of the page shows a Windows taskbar with various application icons and the system clock indicating 2:59 PM on 21/Feb/2017.

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## STEP 3: Type your Registration number and click Go Option

The screenshot shows a web browser window with the URL `admission.kvs.gov.in/OLAKVS/olaCheckAppStatusDirectAction.action`. The page header includes the KVS logo and navigation links: HOME, SEARCH, VIDYALAYA LIST, APPLICATION STATUS, FAQs, CONTACT US. The main content area is titled 'CHECK APPLICATION STATUS' and features a form with the following fields:

- Registration Number \* (highlighted with a red circle, containing 'P-6936-XXXXXXXX' and a 'Go!' button)
- Student Name
- Date of Birth
- General/SC/ST/OBC
- Vidyalaya Name
- Academic Year
- Class Applied
- Father's/Mother's Name
- Gender
- Differently Abled
- Shift Applied

The Windows taskbar at the bottom shows the time as 3:02 PM on 21/Feb/2017.

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## STEP 5: Verify all your details and Click for Acknowledgement

admission.kvs.gov.in/OLAKV5/olaCheckAppStatusDirectAction.action

E-mail: helpdesk@kvsadmission@gmail.com Login

केन्द्रीय विद्यालय संगठन  
KENDRIYA VIDYALAYA SANGATHAN  
An Autonomous Body Under MHRD, Government of India

HOME SEARCH VIDYALAYA LIST APPLICATION STATUS FAQs CONTACT US SHAALADARPA

Registration Number \*  Get

Registration Number	P-6936-1157752767	Father's/Mother's Name	Ramesh Periasamy / Yamuna T
Student Name	Mugundhan R Y	Gender	Male
Date of Birth	30/08/2011	Differently Abled	No
General/SC/ST/OBC	OBC (Non-Creamy Layer)	Shift Applied	Shift 1 (Morning)
Vidyalaya Name	KENDRIYA VIDYALAYA MINAMBAKKAM		
Academic Year	2017-2018		
Class Applied	I		
Status	You have Registered Successfully.		

Print Form Clear Acknowledgment

3:03 PM 21/Feb/2017

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## STEP 6: Note the Login Name

The screenshot shows a web browser window with the URL `admission.kvs.gov.in/OLAKVS/olaAcknowledgmentCheckApplStatusAction.action`. The page title is "अभिस्वीकृति/ACKNOWLEDGEMENT". A progress bar at the top indicates the current step is "4 Acknowledgement".

आपका पंजीकरण पूरा हुआ  
You have registered successfully!!

विद्यालय का नाम : Vidyalaya Name	KENDRIYA VIDYALAYA MINAMBAKKAM	पारी : Shift	Shift 1 (Morning)
शैक्षणिक वर्ष : Academic Year	2017-2018	विद्यार्थी का नाम : Student's Name	
कक्षा : Class Applied	I	जन्मतिथि : Date of Birth	
पंजीकरण संख्या : Registration No		बीपीएल : BPL	No
पिता/माता का नाम : Father's/Mother's Name	Ramesh Periasamy / Yamuna T		
ईडब्ल्यूएस : EWS	No		
लॉगिन नाम : Login Name	<b>Vidyasagararao567</b>		

कृपया भविष्य के संदर्भ के लिए अपनी पंजीकरण संख्या लिख ले  
Please Note your Registration Number for future reference.

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STEP 7: Click On the Login option on the top right Corner and Enter the login name you have noted and password as “1234” and Click Sign In

The screenshot displays the 'Kendriya Vidyalaya - Online Admissions' web portal. The browser's address bar shows the URL 'admission.kvs.gov.in/OLA/KVS/olaApplicationUserUserLoginAction.action'. The page header includes the KVS logo, the text 'केन्द्रीय विद्यालय संगठन KENDRIYA VIDYALAYA SANGATHAN An Autonomous Body Under MHRD, Government of India', and navigation links: HOME, SEARCH, VIDYALAYA LIST, APPLICATION STATUS, FAQs, CONTACT US, and SHAALADARPA. A 'Login' link in the top right corner is circled in red. The main content area features a 'Login' section with a 'User Name' field, a 'Password' field, a 'Remember Password (Applicants)?' checkbox, and a 'Sign In' button. This login section is also circled in red. The footer contains copyright information '© 2017. All rights reserved.' and technical details 'Hosted by NIC, Implemented by NICS1 - MGRM'. The Windows taskbar at the bottom shows the time as 4:04 PM on 21/Feb/2017.

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STEP 8: After Signing In Click on **Application Status** option below transformation heading

The screenshot displays the online admissions portal for Kendriya Vidyalaya Sangathan. The browser address bar shows the URL: admission.kvs.gov.in/OLAKVS/olaLoginAction.action. The page header includes the organization's name in Hindi and English, along with navigation links: HOME, SEARCH, VIDYALAYA LIST, APPLICATION STATUS, FAQs, and CONTACT US. The 'APPLICATION STATUS' link is highlighted. Below the navigation, there is a 'TRANSFORMATION' section with two options: 'Application Process' and 'Application Status', the latter of which is circled in red. The page also features a 'Welcome to Online Admissions' message and a 'Powered by MGRM' logo. The footer shows the copyright notice: © 2017. All rights reserved.

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## STEP 9: Click on the **Acknowledgement** button

The screenshot shows a web browser window with the URL `admission.kvs.gov.in/OLAKVS/olaCheckAppStatusAction.action?linkId=27`. The page header includes the KVS logo and navigation links. The main content area is titled "CHECK APPLICATION STATUS" and displays the following information:

Registration Number	P-6936-1159647987	Father's/Mother's Name	VIJAY THAMMANA / KAMESWARI THAMMANA
Student Name	MONA THAMMANA	Gender	Female
Date of Birth	19/11/2011	Differently Abled	No
General/SC/ST/OBC	General	Shift Applied	Shift 1 (Morning)
Vidyalaya Name	KENDRIYA VIDYALAYA MINAMBAKKAM		
Academic Year	2017-2018		
Class Applied	I		
Status	You have Registered Successfully.		

At the bottom of the form, there are five buttons: "Print Form", "Clear", "Acknowledgment", "Close", and "Cancel Registration". The "Acknowledgment" button is circled in red.

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## STEP 10: Click on the **Edit Form** button

The screenshot shows a web browser window displaying the Kendriya Vidyalaya Sangathan website. The browser's address bar shows the URL: `admission.kvs.gov.in/OLA/KVS/olaAcknowledgmentCheckAppStatusAction.action`. The page header includes the logo of Kendriya Vidyalaya Sangathan and navigation links: HOME, SEARCH, VIDYALAYA LIST, APPLICATION STATUS, FAQs, CONTACT US. The main content area contains the following text:

कृपया भविष्य के संदर्भ के लिए अपनी पंजीकरण संख्या लिख ले  
Please Note your Registration Number for future reference.  
अगर आपका बच्चा विद्यालय में नामांकन के लिए चयनित होता है, तो अपने दस्तावेज विद्यालय में जमा करें।  
Please submit the physical documents at school at the time of admission, if your ward is Shortlisted.

विद्यालय का पता:  
Vidyalyaya Address

KENDRIYA VIDYALAYA MINAMBAKKAM,  
KENDRIYA VIDYALAYA MINAMBAKKAM, NEAR  
PALAVANTHANGAL RAILWAY STATION, CHENNAI - 27  
0442234155, 0442234484,  
600027,  
kvmbk\_27@yahoo.co.in,  
CHENNAI, Chennai, Tamil Nadu, India,  
[www.kvminambakkam.tn.nic.in](http://www.kvminambakkam.tn.nic.in)

Date & Time of Lottery for  
RTE : 18/03/2017 at 11.00 am.

त्याग  
DISCLAIMER

- पंजीकरण मात्र से केन्द्रीय विद्यालय में प्रवेश की गारंटी नहीं है।  
Mere Registration does not guarantee admission in the Kendriya Vidyalaya.
- एक ही विद्यार्थी के एक ही विद्यालय में एकाधिक पंजीयन से वह विद्यार्थी प्रवेश हेतु अयोग्य होगा।  
Multiple Registration for the same student in same school will disqualify candidature.

At the bottom of the page, there are three buttons: **Edit Form** (circled in red), **Print Receipt**, and **Back to Home**.

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STEP 11: Edit your form and Update Correct details and click Submit your Application.

The screenshot shows a web browser window with the URL [admission.kvs.gov.in/OLAKVS/olaApplicationFormEditAction.action?hidLinkId=&hidInstGonpName=Kendriya-Vidyalaya+Sangathan](http://admission.kvs.gov.in/OLAKVS/olaApplicationFormEditAction.action?hidLinkId=&hidInstGonpName=Kendriya-Vidyalaya+Sangathan). The page header includes the Kendriya Vidyalaya Sangathan logo and navigation links: HOME, SEARCH, VIDYALAYA LIST, APPLICATION STATUS, FAQs, CONTACT US. The main content area is titled "Undertaking by the parents" and contains the following text:

1. मैं प्रमाणित करता हूँ कि मेरे द्वारा दी गई जानकारी सही है।  
I certify that all the information provided is true to the best of my knowledge.

2. अगर मेरे बच्चे का नाम विद्यालय में नामांकन के लिए चयनित होता है, तो मैं प्रवेश के समय समस्त दस्तावेज़ की मूलप्रति प्रस्तुत करूंगा।  
I shall submit all the required documents in support of the submissions, provided my ward is shortlisted for admission.

3. मैं इस शर्त से सहमत हूँ कि उपरोक्त तथ्य यदि गलत पाए जाते हैं, तो मेरा बच्चा/बच्चे केन्द्रीय विद्यालय में प्रवेश हेतु अयोग्य होगा/होंगे।  
I agree to the condition that, if the above mentioned facts are found to be incorrect, my child will be disqualified for admission in Kendriya Vidyalaya.

मैं नियम व शर्तों के लिए सहमत हूँ:   
I agree to Terms & Conditions

There is a CAPTCHA image showing the number "23ne5" and a text input field. Below the CAPTCHA, it says "Can't read the image? Click it to get a new one."

At the bottom of the form, there are three buttons: "Submit", "Clear", and "Close". The "Submit" button is circled in red.

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