

PRESCHOOL TO GRADES 1 - 6 APPLICATION

REQUIREMENTS AND PROCEDURES:

1.	Submit Application Form with complete requirements.	
	Write NA if the information being asked is not applicable. Please do not leave any blank.	
A.	Birth Certificate	
	If Filipino applicant :	1. submit NSO Birth Certificate original and clear photocopy.
	If has dual citizenship:	1. submit NSO Birth Certificate original and clear photocopy. 2. submit clear photocopy of <u>Philippine Passport</u> or <u>Certificate of Recognition as a Filipino Citizen</u> .
	If not a Filipino citizen:	1. submit clear photocopy of <u>Passport (Parents and applicant)</u> . 2. submit clear photocopy of <u>Alien Certificate of Registration (ACR I-Card) (Parents and applicant)</u> .
B.	Recent ID colored photo (4 pcs, passport size)	
C.	Report Cards :	submit clear photocopy of 3 levels with minimum grade of 80% in any subject.
	1.) Currect level	Grade _____
	2.) Two (2) previous level	Grade _____ Grade _____
D.	Form-137 (Transcript of Record)	
E.	Recommendation letter from class adviser (Meridian Form)	
F.	Certificate of Good and Moral character from the Guidance Office	
G.	Any other requirement that may deemed necessary by the school officials	
2.	Please inform the Admissions Office if the applicant has been diagnosed by a SPED Specialist or Developmental Pediatrician. Clinical diagnostic report and recommendation are also required.	
3.	Pay the non-refundable assessment fee (exam) of Php 1,000 at the Cashier-Registrar's Office	
4.	You will be notified of the assessment schedule through SMS or call from the Admissions Office.	
5.	Applicants with incomplete requirements will not be processed.	
6.	Student and parents interview will follow upon passing the assessment (entrance test).	
7.	Notice of Acceptance will be sent thru email with details of recommendation and enrollment.	