

Registration Requirements 2013

Preschool: New Students

1. Fill out tuition application and the service contract.
2. Interview with the Director.
3. Endorsement of approval for registration.
4. Payment of tuition, books and supplies.
5. 2 passport size photos.
6. Photocopy of vaccination card.
7. Original birth certificate or passport copy.
8. Photocopy of identity card of the Mother.
9. Photocopy of identity document of the Father.
10. Fill out Student Health History Form
11. File an email address to be checked daily

Primary: New Students

1. Fill out tuition application and the service contract.
2. Interview with the Director.
3. Endorsement of approval for registration.
4. Payment of tuition, books and supplies.
5. 2 passport size photos.
6. Photocopy of Vaccination Card
7. Original birth certificate or passport copy.
8. Photocopy of identity card of the Mother.
9. Photocopy of identity document of the Father.
10. Fill out a Student Health History form if the file does not have one.
11. Add a sheet to the file with the respective transferring institution.
12. Certification of Attendance of last school attended
13. Letters of recommendation and discipline forms from the last school attended.
14. Report cards from the prior period.
15. File an email address to be checked daily.

Preschool and Primary: Current Students

1. Fill out tuition application and the service contract
2. Endorsement of Approval for registration
3. Cancellation of tuition, books and supplies
4. Update 2 passport size photos
5. Update Photocopy of vaccination card
6. Original birth certificate
7. Update email address (to be checked daily)