Enrollment Procedure
A Parent’s Guide

Student Evaluation Checklist

1. Classroom Exposure & Student Evaluation Form (PHP 1,500)
2. Sealed recommendation form (2 copies)
3. Photocopies of developmental reports

Additional requirements for Casa 3, Elementary, & Erdkinder

1. Student Interview
2. Certificate of Good Moral Character

Requirements for Enrollment

1. Application for admission
2. Signed Enrollment Contract
3. Signed Parent Partnership Commitment Form
4. Payment
5. Photocopy of recent report card
6. Photocopy of birth certificate
7. Photocopy of immunization records
8. Authorization to Pick up Form
9. 2 x 2 photo

1. It is required to disclose if the child has a special need
2. Not required for student below 3 years old
3. For children with special needs
4. Must be taken within the last 3 months white background