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## **NEW-ENROLLMENT CHECKLIST 2023-2024**

We will not accept incomplete applications

### **TO BE PRESENTED UPON REGISTRATION**

- ORIGINAL BIRTH CERTIFICATE
- VACCINATION RECORD: Pre-school and Elementary
- TWO RECENT PASSPORT SIZE PHOTOS (2x2)
- MEDICAL CERTIFICATE: Issued recently by a medical doctor. The Board of Education requires students to be examined every year.
- PREVIOUS REPORT CARDS: If it is for High School, all grades completed in High School should be received. In case the student comes from another country, the report card has to be certified by the Dominican Consulate and validated by the Secretary of Education in the Dominican Republic. (Grades 7-High School). Please inquire how to obtain an Apostile from your country of origin.
- 6<sup>th</sup> GRADE DIAGNOSTIC TEST (Certificado de Aprobación del nivel primario 6to) (original) and ENROLLMENT HISTORY (Historial de Matricula) (original) from previous school for 7<sup>th</sup> until 12<sup>th</sup> grade inscriptions
- 'CERTIFICADO DE BUENA CONDUCTA' and 'CARTA DE SALDO' from the previous (Dominican) school

### **PARENT / GUARDIAN MUST COMPLETE AND SUBMIT THE FOLLOWING:**

- COPY OF PERSONAL IDENTIFICATION: Cedula, Passport, Driver's License.

### **FILL OUT AND SIGN ALL NECESSARY FORMS:**

- INSCRIPTION FORM
- CONFIDENTIAL INFORMATION FORM
- PARENTAL CONTRACT
- STANDARDS OF CONDUCT FORM (Grades 7-High School): Both student and guardian need to sign this form.
- SIGN THE PRICE LIST
- PAYMENT OF REGISTRATION FEE