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NEW-ENROLLMENT CHECKLIST 2025-2026

We will not accept incomplete applications

TO BE PRESENTED UPON ENROLLMENT

- 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 2-High School). Please inquire how to obtain an Apostille from your country of origin.
- 6th GRADE DIAGNOSTIC TEST (Certificado de Aprobación del nivel primario 6to) (original) and ENROLLMENT HISTORY (Historial de Matrícula) (original) from previous school for 7th until 12th grade enrollment
- '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:

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