

Procedure No:	ACA-PROC-0001
Procedure Title:	Elementary Admission Procedure
Related Policy:	Student Admission Policy (ACA-POL-0002)
Date of Issuance:	2008-2009
Effectivity:	S.Y. 2008-2009 to present
Page Number:	Three (3)
Office of Origin: (Procedure Expert)	Office of the Basic Ed Principal Principal, Asst. Principal
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control the admission of new students in the elementary department. This procedure cuts across different offices with their corresponding responsibility and accountability.
Areas of Responsibility:	<ul style="list-style-type: none"> • Principal or Asst. Principal -- Office of the Principal • Management Staff – Admissions Office • Management Staff – Office of the Principal • Records Custodian – Office of the Registrar • Psychometrician – Guidance and Counseling office • Cashier -- Finance and Resources
Procedure Details:	<p>Step 1: Fill-out Application Form The student applicant secures the application form from the management staff of the Admissions office.</p> <p>Step 2: Submit Admission Requirements The student applicant fills-out the application form and submit the following admission requirements to the management staff:</p> <ul style="list-style-type: none"> • Birth Certificate • Report Card • 2x2 ID picture • Certificate of good moral character <p>If requirements are not complete, proceed to this step: Step 2.1: Fill-out and sign a promissory note and submit it to the management staff.</p> <p>Step 3: Checking of Requirements The management staff checks the submitted admission requirements and application form. If no documentary problem, do step 4, otherwise do step 2.1.</p> <p>Step 4: Issuance of Entrance Exam Payment Slip The management staff issues the entrance exam payment slip to the guardian or parent.</p> <p>Step 5: Payment of Entrance Exam Fee The student applicant proceeds to the cashier, presents the entrance exam payment slip and pays the entrance exam fee.</p> <p>Step 6: Schedule of Entrance Exam The student applicant proceeds back to the admissions office to present the official receipt for the schedule and venue of entrance exam. The date, time, and venue of the entrance exam is given to the student applicant and the management staff files the student applicant's record submitted in Step 2.</p> <p>Step 7: Entrance Exam Test Proper The student applicant takes the entrance exam as scheduled in Step 6. Procedure and Policy on entrance exam is applied here.</p> <p>Step 8: Issuance of Exam Result The student applicant proceeds to the guidance office for the entrance exam results. The Guidance office psychometrician discloses the result of the exam to the</p>

	<p>student applicant.</p> <p>If the student applicant passed the entrance exam, proceed to step 9, otherwise, the student applicant is informed that he is not admitted in the Colegio.—end of procedure.</p> <p>Step 9: Filing of Exam Result The Guidance office psychometrician files the exam result to the student applicant record and forwards the record to the Admission’s office management staff.</p> <p>Step 10: Student Applicant Interview The Admission’s office management staff forwards the student applicant record to the office of the principal and accompanies the student applicant to the same office for the screening committee interview. The screening committee interviews the student applicant and gives the result to the office management staff for filing as part of the student applicant record.</p> <p>Step 11: Data Encoding and Issuance of Student Number The management staff of the Principal’s office encodes the data of the student application form into the student record management system. The management staff issues the student number (system generated) and reservation slip to the student applicant for payment of non-refundable reservation fee at the financial affairs office. Also, the student is advised as to the schedule of his enrollment.</p> <p>Step 12: Payment of Reservation Fee The student applicant pays the reservation fee in exchange for an official receipt and returns for enrollment as scheduled by the office of the principal.</p> <p>Step 13: Record Filing The management staff of the basic education forwards the student applicant records to the office of the Registrar for filing and record keeping.—end of procedure.</p>
Procedure Approval Authority:	Registrar
References:	<ul style="list-style-type: none"> • Student Handbook • School fees Policy (ACA-POL-0012) • Entrance Exam Procedure (procedure number here) • Application Form (form number here) • Entrance Exam Payment Slip (form number here) • Reservation Slip (form number here)
Definition:	Student applicant record – is a file that contains the admission requirements, student application form, and entrance exam result. This becomes the official student record kept at the Registrar’s office.
Help Page:	Admissions Office Guidance and Counseling office Office of the Principal Office of the Registrar
Prepared by	Planning, Funding and Development Office
Approved by	<p>_____</p> <p>Asst. Prof. Felipe dela Cruz</p>
Date Approved	

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