

Procedure No:	ACA-PROC-0005
Procedure Title:	Elementary Enrollment Procedure
Related Policy:	Official Enrollment Policy (ACA-POL-0004) School Fees Policy (ACA-POL-0012)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Two (2)
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 enrollment of students in the elementary department.
Areas of Responsibility:	<ul style="list-style-type: none"> • Principal or Asst. Principal -- Office of the Principal • Management Staff – Office of the Principal • Cashier -- Finance and Resources • accounts receivable (A/R) – Comptrollership
Procedure Details:	<p>New Student:</p> <p>Step 1: The student presents the official receipt (reservation fee) and report card to the Principal's management staff. The report card is stamped with "CANCELLED" for cancellation of transfer eligibility. The report card is forwarded to the Registrar's office for filing.</p> <p>Step 2: The management staff issues a permit to enroll to the student.</p> <p>Step 3: The student proceeds to the financial affairs office and presents the permit to enroll and official receipt (reservation fee) to the accounts receivable (A/R) clerk.</p> <p>Step 4: The accounts receivable (A/R) clerk prints the registration/assessment form in Duplicate (2) copies and hand it to the student.</p> <p>Step 5: The student goes back to the principals office for the approval of the registration /assessment form.</p> <p>Step 6: The principal approves the student registration/assessment form by affixing his signature.</p> <p>Step 7: The student goes back to the cashier presents his approved registration/assessment form and pays his account.</p> <p>Step 8: The cashier issues an official receipt and forwards the registration/assessment to the accounts receivable (A/R) clerk for validation.</p> <p>Step 9: The accounts receivable (A/R) clerk validates the registration/assessment form by stamping "Officially Enrolled".</p> <p>Step 10: The accounts receivable (A/R) clerk gives to the student the original copy of the validated registration/assessment form and official receipt. The carbon copies are filed for reference.</p> <p>OLD Student:</p> <p>Step 1: The student presents his report card to the Principal's management staff. The report card is stamped with "CANCELLED" for cancellation of transfer eligibility. The management staff issues the professing fee payment form and the cancelled report card to the student.</p> <p>Step 2: The student proceeds to the cashier and pay the processing fee. The cashier issues an official receipt and hand it to the student.</p>

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	<p>Step 3: The student presents the official receipt to the accounts receivable (A/R) clerk at window 3 for the printing of the registration/assessment form.</p> <p>Step 4: The accounts receivable (A/R) clerk prints the registration/assessment form in Duplicate (2) copies and hand it to the student.</p> <p>Step 5: The student goes back to the principals office for the checking and approval of the registration /assessment form.</p> <p>Step 6: The principal approves the student registration/assessment form by affixing his signature.</p> <p>Step 7: The student goes back to the cashier presents his approved registration/assessment form and pays his account.</p> <p>Step 8: The cashier issues an official receipt and forwards the registration/assessment form to the accounts receivable (A/R) clerk for validation.</p> <p>Step 9: The accounts receivable (A/R) clerk validates the registration/assessment form by stamping "Officially Enrolled".</p> <p>Step 10: The accounts receivable (A/R) clerk gives to the student the original copy of the validated registration/assessment form and official receipt. The carbon copies are filed for reference.</p>
Procedure Approval Authority:	Registrar
References:	<ul style="list-style-type: none"> • Student Handbook • School fees Policy (ACA-POL-0012) • Permit to enroll (form number here) • Processing fee payment form (form number here) • Registration/assessment form (form number here)
Definition:	registration/assessment form – is a form given to students than contain some of their pertinent personal information, subjects enrolled, the school fees to be paid.
Help Page:	Office of the Principal Office of the Financial Affairs Office of the Registrar
Prepared by	Planning, Funding and Development Office
Approved by	_____
Date Approved	Asst. Prof. Felipe dela Cruz

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