

Grade School Admission – Grades 2 and 3

Policy on Admission

All applicants are required to take the **School Ability Test** and the **Reading and Mathematics Achievement Tests** for admission to the grade school department following a set of guidelines set by the Marist School Admissions Committee. Application period starts in **August** while testing begins in **December** and lasts until available slots are filled.

Admission to Grades 2 and 3

The applicant's admission to the grade school department is **based on his performance in the examinations** that measure readiness for the next grade level tasks.

The test results are **confidential** and are personally released to **authorized persons only**. A conference with the **Admissions Committee Chair** may be set to discuss the pupil applicant's test results.

Pre-application Requirements

Application forms are distributed at the **Registrar's Office** beginning **August** until available slots are filled.

The required documents are as follows:

1. One photocopy of the applicant's **birth certificate** (it DOES NOT have to be a NSO copy)
2. One photocopy of the applicant's **current report card**
3. Two recent **1" x 1" ID pictures** to be pasted on the Guidance copy of the application form and test permit.

Application Procedures

1. Present the requirements at the **Registrar's Office** to secure an application form.
2. Completely fill out the **application form**.
3. Present the duly accomplished form to the **Business Office** and pay the application and testing fee of **P500.00** (non-refundable).
4. Submit the application form together with the receipt of payment to the **Registrar's Office** for validation and to secure the test permit.

Contact Numbers

- **Registrar's Office** (Tel. No. 942-0526 local 243)
- **Business Office** (Tel. No. 942-0526 local 267)

Monday to Friday – 8:00 am to 3:00 pm
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Reminders

1. The school implements a **NO TEST PERMIT, NO TEST** policy. Hence, **bring the test permit at all times**.
2. Be at the lobby of the **GS building** at least **15 minutes before** the scheduled testing. **Latecomers will not be admitted and will be re-scheduled**. Parents and guardians **will not be allowed** inside testing room.
3. In case of **cancellation of classes due to typhoons** or when in conflict with major school activities; if the pupil **gets sick or encounters an emergency situation** and cannot come on the scheduled testing, please call the Office of Student Services secretary, **Mrs. Cecille Cruz** (Tel. No. 942-0526 local 232) to re-schedule the **test**.
4. Make sure that the applicant eats a good breakfast before the testing. There will only be a **fifteen-minute break**, applicants must **bring their snacks** (one solid, one liquid only).
5. The testing is **done in groups** and the applicant must bring **3 sharpened pencils with eraser** and a **black ball pen**.

On Test Results

1. Test results are released thru the **Registrar's Office** (and never over the telephone), **three working days** after the testing schedule.
2. To ensure the **confidentiality** of test results, parents and/or guardians need to present the **TEST PERMIT** to the Registrar's staff before being given the results.
3. Enrollment, submission of requirements, and payment of fees shall be scheduled upon the release of test results. Failure to enroll on the specified schedule means that the applicant is not intending to enroll at Marist School. As such, the school is at liberty to replace him.
4. For inquiries and questions about the test results, please confer with the admissions committee chair, **Mrs. Imelda Carmona, RGC**, at the **Office of Student Services**.

How did you come to know about Marist School? (Please check)

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| <input type="checkbox"/> Website | <input type="checkbox"/> Tarpaulins |
| <input type="checkbox"/> Recommendation from a relative/friend/colleague | <input type="checkbox"/> Flyers |
| <input type="checkbox"/> Social networking sites (Facebook, twitter, etc.) | <input type="checkbox"/> Others (pls. specify) _____ |