

# PROCEDURE FOR REGISTRATION

July 9<sup>th</sup>, 2024

To begin registration, you must have completed the data entry and have a printout of your data. **If you have not completed the data entry, please proceed to the computer area to do so and print your data sheet.**

1. After the Principal's Address at 8:00 a.m., you will be invited to proceed to your assigned registration desk. Please ensure that you have:
  - completed the data entry (online)
  - your printed data sheet, originals and copies of the requested documents
  - completed the parental assistance form (online)
2. When your name has been called, proceed to the Registration desk to verify your documents and sign the parent declaration form.
3. Go to the Payments Desks to give your annual SDF contribution of \$600 and to pay \$300 for the Entry package.
4. When finished, you may visit the Library Booth located near the exit of the Hall. You will need a utility bill if you wish to sign up for the NALIS library card.
5. After exiting the Hall, proceed to the notice board outside the hall (exit the hall and turn right) to meet your House Captains.
6. Proceed to the photography area in the room behind the notice board to take the ID Card photograph.
7. Proceed to the Biology Lab to place orders for uniforms and school sweater.
8. Visit the extra-curricular booths in front of the Food & Nutrition Lab.