



# PROVIDENCE GIRLS' CATHOLIC SCHOOL

146 Belmont Circular Road, Port of Spain, Trinidad W.I, Telephone: (868) 624 1429

July 04, 2025

Dear Parent/Guardian,

Congratulations on your daughter/ward attaining a place at Providence Girls' Catholic School! It is indeed a pleasure to welcome you to our school community.

You and your daughter/ward are invited to visit our school on **Tuesday 15<sup>th</sup> July, 2025 at 8:00 a.m.** We wish to ensure that you have an enjoyable and enriching registration experience. Therefore, you need to carefully read all the documents in the Form One Registration section on the school website **and** complete the online data entry **before** July 15<sup>th</sup>, 2025.

## ***Online data entry***

Please go to **providencegirls.net** before Tuesday 15<sup>th</sup> July, 2025 and log in to the Student Portal with your assigned username and password. The username and portal will be available from Monday 7<sup>th</sup> July, 2025.

- Select the student portal and enter your username (student ID) and default password
- Your username can be found in the file named "List of Usernames" in the Form One Registration section on the school website.
- Your password is the student's date of birth in the format **yyyymmdd**
- Your default password is the student date of birth in the format **yyyymmdd** e.g. if the child's date of birth is June 3<sup>rd</sup> 2010, the default password will be 20100603

Click on **login** once you have entered the student ID and default password. You would now be required to create a password and confirm it. You now have access to your secured login page (please note that subsequent logins would require you to use your Student ID and the password you created).

Follow the instructions on the page to complete the registration process ensuring that all fields are correctly entered. Select each option on the right of the page (Student data, family data, medical data, other data) and complete the forms ensuring that you scroll to the bottom of each page to access all fields.

Select **upload documents** and upload all required documents. Kindly use the **pdf** format for documents and either the **png** or **jpg** format for the photograph which will be placed on the student's file. Please use a passport type photograph (head and shoulders on a solid background) with the student wearing a blue or white t-shirt or blouse.

Ensure that all relevant data fields and sections are filled out correctly. On the **complete** section click on **generate registration form**, print out the data sheet on 8 ½ x 14 legal paper **and bring it to the school on Tuesday 15<sup>th</sup> July, 2025 at 8:00 a.m. with the original and a photocopy of each required document.**

### ***Student ID Cards***

Photographs will be taken for Student ID Cards on July 15<sup>th</sup>, 2025. Students are required to wear either a white or blue t-shirt to take the photograph. ID Cards are valid for five (5) years.

Please be advised that we do not have a registration fee. However, you are required to pay for the following on the day of registration:

<b>Item</b>	<b>Cost (\$)</b>
School ID card	150
House badge	45
Student handbook	15
Homework notebook	20
Activity log book	20
IXL*	100
<b>TOTAL</b>	<b>350</b>

\* Subscription for Mathematics reinforcement exercises.

### ***Uniforms***

Uniforms will be on sale. You are expected to place your orders, and they will be packaged for collection on a date to be determined by the uniform supplier.

### ***School Development Fund***

You are asked to make an annual contribution of \$900 (or \$300/term) to assist with running costs, privately hired teachers and school improvement projects. While we receive grants from the government to assist with ancillary staff salaries and other expenses, we rely on the generosity of parents to fund projects and monthly bills needed to upkeep the school and for student development.

Please be advised that, thus far, only cash payments can be made at the school. You may use online banking or deposit into our account (RBL Park Street #180469187602). The deposit slip or proof of transfer must be emailed to the office (providencegirls123@gmail.com).

Once again, we welcome you to our beloved school. We trust that your daughter's/ward's stay at Providence will be an enriching experience, and we look forward to seeing you on July 15<sup>th</sup>, 2025.

Yours respectfully,

*Krisal Gorin*  
Krisal Gorin (Mrs)  
Principal (Ag) - Secondary

