

# PROCEDURE FOR REGISTRATION

## July 13<sup>th</sup>, 2026

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 school office 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 it is your turn, proceed to the Registration desk to verify your documents, sign the parent declaration form and the student code of conduct.
3. Go to the Payments Desks to pay \$350 for the Entry package and your SDF Contribution. These are NOT registration fees.
4. After exiting the Hall, proceed to the noticeboard outside the hall (exit the hall and turn right) to meet your House Captains.
5. Proceed to the photography area in the room behind the notice board to take the ID Card photograph.
6. Proceed to the Biology Lab and Form 6 classrooms to place orders for uniforms.
7. Visit the extra-curricular booths in front of the Hall and corridor outside the labs.
8. Visit the school library at the back of the hall to sign up for the NALIS card.
9. Visit the Guardian booth at the back of the hall to sign up for school insurance (optional but recommended).