

# **GANADO HIGH SCHOOL 2014/15**

## **NEW ENROLLMENT**

### **PROCEDURES**

#### **STEP-1**

#### **GO TO THE PRINCIPAL OFFICE**

- **APPROVAL FOR ENROLLMENT** –( AFTER 2 WEEK SCHOOL START)
- **BACKGROUND CHECK**

#### **STEP-2**

#### **GO TO THE HEALTH TECH. OFFICE**

- **TO UP DATED IMMUNIZATIONS**
- **FILL OUT G.H.S. EMERGENCY FORM**

#### **STEP-3**

#### **GO TO THE REGISTRATION OFFICE FOR ENROLLMENT PACKAGE** **YOU NEED TO HAVE THE FOLLOWING IN ORDER TO REGISTER**

- 1. WITHDRAWAL PAPER/WITH LEAVE OF GRADES**
- 2. OFFICAL TRANSCRIPT**
- 3. BIRTH CERTIFICATE**
- 4. C.I.B.**
- 5. SOCIAL SECURITY CARD**
- 6. Legal Guardianship/Power of Attorney papers**
- 7. Incoming 8<sup>th</sup> Grade Promotion paper**
- 8. AIMS SCORE & SELP TEST SCORE**
- 9. Proof of Residency**

#### **STEP-4**

#### **GO TO THE COUNSELING OFFICE**

- **CLASS SCHEDULE**
- **TRANSCRIPT EVALUATED**