



**STUDENT'S INFORMATION SHEET**

**INSTRUCTIONS:**

1. Fill out in PRINT all the needed information in this form using only BLUE ink.
2. Write the name of the student as it appears in the Birth Certificate.
3. The student applicant and parent or guardian should not forget to sign this form over their printed name as indicated at the bottom part.
4. The Registrar should REVIEW & SIGN this form first before the student applicant be required to take his/her Admission Test or Interview
5. For assistance, feel free to ask the Registrar's Office personnel. Thank you.

PASTE HERE  
1 X 1 COLRED ID  
picture

SCHOOL YEAR: \_\_\_\_\_

GRADE LEVEL OR YEAR LEVEL APPLIED FOR: \_\_\_\_\_

FAMILY NAME FIRST NAME MIDDLE NAME

Home Address: \_\_\_\_\_

(Bldg./Unit No.)

(Street)

(Barangay)

(City/Municipality/Province)

Telephone No. \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Religion: \_\_\_\_\_ Citizenship: \_\_\_\_\_

School Last Attended: \_\_\_\_\_

School Year: \_\_\_\_\_ Grade/Year Level: \_\_\_\_\_

School Address: \_\_\_\_\_

School Direct Line/Contact Number/s: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Office Address: \_\_\_\_\_

Contact Phone Nos. \_\_\_\_\_

Email Address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Office Address: \_\_\_\_\_

Contact Phone Nos. \_\_\_\_\_

Email Address: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Office Address: \_\_\_\_\_

Contact Phone Nos. \_\_\_\_\_

Email Address: \_\_\_\_\_

We certify that the above information is true and correct and hereby authorize St. Mary of the Woods School to verify such information from whatever sources it may consider appropriate. We understand that we may be requested to submit requirements to facilitate admission to this institution and agree with the rules and regulations forth in the student Handbook.

SIGNATURE OF PARENT OR GUARDIAN  
OVER PRINTED NAME

SIGNATURE OF THE STUDENT APPLICANT  
OVER PRINTED NAME

DATE ACCOMPLISHED

IS Control No: \_\_\_\_\_

(to be filled out by the School Registrar)

DATE: \_\_\_\_\_

**BUSINESS OFFICE:**

( ) Admission Testing Fee P. \_\_\_\_\_  
OR No. \_\_\_\_\_

SIGNATURE OF THE RECEIVING OFFICER

**TESTING CENTER:**

( ) Date of Admission Testing  
Date: \_\_\_\_\_

**REMARKS & RECOMMENDATION FROM THE  
GUIDANCE SERVICES CENTER**

**A. TEST RESULTS**

( ) Passed

( ) Failed

**B. RECOMMENDATION for ADMISSION**

( ) Regular Program

( ) Special Education

( ) Behavioral Management Program

( ) Multi-Cultural

( ) Enculturation Program

( ) Home Study Program

SIGNATURE OF THE GUIDANCE OFFICER

**REGISTRAR'S EVALUATION & ASSESSMENT**

( ) With COMPLETE REQUIREMENTS

PLEASE SPECIFY ATTACHED DOCUMENTS

( ) Birth Certificate (NSO)	( ) Photocopy of Baptismal Certificate
( ) Report Card or F-138	( ) Certificate of Good Moral
( ) Recommendation Letter	( ) Certificate of Enrollment Transfer
( ) Transcript of Records (TOR)	( ) I.D. Pictures (1 x 1) 3 pcs

OTHERS: \_\_\_\_\_

( ) With PENDING REQUIREMENTS

PLEASE IDENTIFY REQUIREMENTS TO BE SUBMITTED

( ) Birth Certificate (NSO)	( ) Photocopy of Baptismal Certificate
( ) Report Card or F-138	( ) Certificate of Good Moral
( ) Recommendation Letter	( ) Certificate of Enrollment Transfer
( ) Transcript of Records (TOR)	( ) I.D. Pictures (1 x 1) 3 pcs

OTHERS: \_\_\_\_\_

The above mentioned documents are due on  
agreed date: \_\_\_\_\_

The applicant is eligible for admission in:

(PSGS) Grade: \_\_\_\_\_

(HS) Grade/Year Level: \_\_\_\_\_

SIGNATURE OF THE REGISTRAR

**RECOMMENDING APPROVAL FROM THE PREFECT  
FOR DISCIPLINE / PRINCIPAL**

( ) Interview schedule

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Recommendations:

( ) Strongly Recommended

( ) Recommended

( ) Recommended with Reservation

( ) Not Recommended

Remarks: \_\_\_\_\_

Parent/Guardian present during the interview: \_\_\_\_\_

**ADMISSIONS**

( ) Accomplished Application Form

Date: \_\_\_\_\_

( ) Submitted Application Form & Registration Form

APPROVED BY:

SIGNATURE OF THE SCHOOL PRINCIPAL