FLOWCHART OF REGISTRATION (K – 10)
First Semester, AY 2014-2015
June 2, 2014 / 8:00-11:30 AM

Room Assignment

<table>
<thead>
<tr>
<th>K-10</th>
<th>RAMP – K-2</th>
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<tbody>
<tr>
<td></td>
<td>Rm.110 – ELEM</td>
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<td>Rm. 111 – High School</td>
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1. Check with your Homeroom Adviser (HRA)/records staff if you have deficiencies incurred as of the end of AY 2013-2014.

2. For All Students:
   Completely and accurately fill-up the student Registration form. Get class schedule from your HRA.

3. Get assessment slip from the assigned assessor. Proceed to the Grade level PTA for your donation.

4. Go to the Cashier's Staff at the UPIS APPLIED ARTS ROOM (Narra Wing 2) for payment of tuition/miscellaneous, instructional materials and other fees.
   The Cashier's Staff will be available only on June 2, Whole Day.

5. Get back to the School's Copy of the Registration Form. On the space marked "For School Use Only", write the corresponding receipt numbers in the appropriate row/column.

6. Submit the School's copy to the HRA.

7. Go to the UPIS InfoBoard booth located at the RAMP. Fill up the necessary form.