FLOWCHART OF REGISTRATION (K – 10)
First Semester, AY 2012-2013
June 1, 2012 / 7:30-11:30 AM

Room Assignment

<table>
<thead>
<tr>
<th>K-10</th>
<th>Multi Purpose Hall</th>
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1. Check with your Homeroom Adviser (HRA)/records staff if you have deficiencies incurred as of the end of AY 2011-2012.

2. Get a copy of the Student Handbook and class schedule from your HRA. Completely and accurately fill-up the student Information Sheet (pages 1 and 2 of the Student Handbook).

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 Principal’s Office for payment of tuition/miscellaneous, instructional materials and other fees.
   The Cashier’s Staff will be available only on the following dates:
   - June 1, 2012 Whole Day
   - June 4, 2012 AM only

5. Get back to the School’s Copy of the Registration Form (page 2 of Student Handbook). On the space marked “For School Use Only”, write the corresponding receipt numbers in the appropriate row/column.

6. Tear-off the School’s Copy and submit it to the HRA.

7. Go to the UPIS InfoBoard booth located outside the Multi-purpose Hall (Swan Garden). Fill up the necessary form.