FLOWCHART OF REGISTRATION (K – 10)
First Semester, AY 2014 - 2015
May 28, 2015 / 7:30 – 11:30 AM

Room Assignment

<table>
<thead>
<tr>
<th>Kindergarten to Grade 2</th>
<th>Ramp Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 3 to 6</td>
<td>Rm. 110</td>
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<tr>
<td>Grades 7 to 10</td>
<td>Rm. 111</td>
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</tbody>
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Check with your Homeroom Adviser (HRA) / records staff if you have deficiencies incurred as of the end of AY 2014 -2015

YES

For those with deficiencies, get the completion form from the Student Records Office.

Go to the concerned subject teacher / department to accomplish the form.

Return the accomplished form to the Office of the Assistant Principal for Academic Programs (OAPAP). Upon approval, a permit for registration will be given.

NONE

Completely and accurately fill-up the registration form from your HRA.

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

Go to the Cashier’s Staff at the UPIS Admin Office (2nd floor) for payment of tuition / miscellaneous and instructional materials. The Cashier’s Staff will be available only on May 28, whole day.

On the School’s Copy of the registration form, write the corresponding receipt number in the appropriate row / column.

Submit the School’s Copy, with all receipts (tuition/miscellaneous, instructional materials) for verification, to your HRA not later than June 9, 2015.