



# XAVIER SCHOOL

64 Xavier Street, Greenhills, West, San Juan City  
Tel. Nos. 723-0481 to 95 local 209/261; 721-2145  
Fax No. 722-1980

## **ADMISSION POLICY FOR TRANSFER STUDENTS** **Xavier Grade School** **School Year 2010-2011**

### **A. POLICY ON ADMISSION**

1. All applicants to Xavier Grade School are required to undergo the admissions screening process.  
  
The screening process provides the school with data to determine acceptance or non-acceptance of an applicant.
2. Parents will be informed about the result of the screening process. However, the details of the results will remain confidential.
3. The applicant is given the admission test once only.  
Re-testing is not allowed.
4. All applicants should have passing grades in all subjects from previous grade level. And in the First & Second Quarter of the current grade level.
5. All accepted transferees are placed on probation status on their first year in Xavier Grade School.
6. Xavier Grade School accepts transferees in Prep to Grade 6 only depending on the available slots.

### **B. GENERAL NORMS**

1. A candidate can succeed in meeting the requirements of Xavier School if he has attained satisfactory evaluation in the following areas:
  - a) attention span,
  - b) interpersonal skills,
  - c) communication skills in English,
    - comprehension
    - expression
  - d) competence,
  - e) self-discipline,
  - f) stress tolerance,
  - g) respect for members of the school community.
2. The school also takes into account the extent to which the applicant's family environment is open to, and supportive of the Catholic Christian value espoused by the school.
3. The applicant has not been under any major disciplinary status or involved in any major disciplinary case within the last school year.

### **C. PRE-APPLICATION REQUIREMENT:**

Payment Slip to avail of the Application Kit may be secured from the Registrar's Office beginning Nov. 05, 2009 upon presentation of the following requirements:

1. Letter of Intent to Transfer ( Please state the reason for the intention to transfer to Xavier School )
2. Original and Photocopies of the Applicant's Birth Certificate
3. Original copy of the report card in the previous grade level and photocopy of the grades in the First & Second Quarter on the current level.

### **D. APPLICATION PROCEDURE**

1. Secure Payment Slip from the Registrar's Office upon presentation of initial requirements.  
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2. Present payment slip and pay the application and testing fee of **P 1,300.00** in cash to the Accounting Office.  
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3. Present the receipt of payment to the Registrar's Office and claim the following documents:
  - a) Application Form
  - b) Health Record Form
  - c) Recommendation Form
  - d) Admission Policy for Transfer students to Xavier Grade School  
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4. Fill out the forms completely. Attach all the requirements and submit the accomplished forms and other required documents to the Registrar's Office not later than **05 February 2010**.  
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5. Secure the Test Permit upon submission of the accomplished Application Form. Be sure to bring the permit on the testing date. **No Test Permit, No Entrance Examination.**

## E. OTHER REQUIRED DOCUMENTS OF APPLICANTS

- Baptismal Certificate if baptized in the Roman Catholic Church (original & photocopy)
- Accomplished Recommendation Form from the current school
- Three (3) copies of recent identical 1.5" x 1.5" Photos in white background (scanned & computerized pictures are not allowed) to be pasted on the following:
  - > Application Form (1 copy)
  - > Test Permit (1 copy)
  - > Health Record Form (1 copy)
- Result of Vision and Hearing Screening Test.
- One (1) copy of recent identical Family Picture in size 4R (scanned & computerized pictures are not allowed) to be pasted on the application forms – **only immediate family members should be in the pictures.**

### SCHEDULE OF APPLICATION

January 05-31, 2010 : Application Period

February 05, 2010 : Last day for submission of accomplished application form and requirements to the Registrar's Office.

Time : 7:45 A.M to 3:00 P.M.  
(No Lunch Break)

### SCHEDULE OF EXAMINATIONS

Date : February 13 & 14, 2010 (Prep only)

February 19 & 20, 2010 (Grades 1-2)

February 16 & 23, 2010 (Grades 3-6)

Time : 8:00 – 11:30 A.M.

Place : Testing & Research Center (TRC)  
XS Central Administration Building

## Additional Requirements for Naturalized Filipino and Non-Filipino Applicants:

FILIPINO	NON-FILIPINO PERMANENT RESIDENT	NON-FILIPINO TEMPORARY RESIDENT
Naturalization Identification Certificate (NID) <i>(if naturalized Filipino)</i> or Identification Certificate of Registration (ICR) <i>(if born abroad with Filipino parents)</i> (photocopy)	1. ACR: Alien Certificate of Registration (photocopy) 2. Immigrant Certificate of Residence (photocopy)	1. ACR: Alien Certificate of Registration (photocopy) 2. Immigrant Certificate of Residence (photocopy)
<b>Exempted from submission of ACRs are the children of the following:</b> <ul style="list-style-type: none"> <li>▪ Permanent Foreign residents</li> <li>▪ Aliens with working permit</li> <li>▪ Foreign Diplomat Personnel</li> <li>▪ Personnel from duly accredited international organizations residing in the Philippines</li> <li>▪ Holders of special investor's resident visa (SIRV)</li> <li>▪ Holders of special retiree's resident visa (SRRV)</li> </ul> Parents of the above-mentioned students are requested to submit to the Registrar's Office a copy of the documents supporting their residence status.		3. Study Permit 4. PASSPORT pages (photocopy) showing the following info: <ul style="list-style-type: none"> <li>▪ Passport number</li> <li>▪ Place issued</li> <li>▪ Date issued</li> <li>▪ Expiration date</li> <li>▪ Date of entry into the Phil.</li> <li>▪ Entry status</li> <li>▪ Length of authorized stay</li> </ul>

## F. RELEASE OF THE ADMISSION SCREENING RESULTS

- The results of the admission screening will only be released to parents or their authorized representative on **March 11 & 12, 2010 from 7:30 A.M. to 3:30 P.M. at the Testing & Research Center (TRC).**
- The application of students whose test results are not picked up by 3:30 P.M. of March 15 will be **automatically cancelled.**

## ENROLLMENT FOR ACCEPTED APPLICANTS

The procedure for enrollment for accepted applicants will be announced before the end of the current school year.

MRS. DITAS R. DAIRO  
School Registrar

Noted:

FR. JOHNNY C. GO, S.J.  
School Director