



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 High School** **School Year 2010-2011**

A. POLICY ON ADMISSION

1. All applicants to Xavier High 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 year level.
5. All accepted transferees are placed on Probation Status on their first year in Xavier High School.
6. Xavier High School accepts transferees in High 1 and High 2 only depending on available slots.

B. GENERAL NORMS

1. Xavier School's High School program will be beneficial to an applicant if he manifests:
 - Positive self-discipline
 - Good Study Habits
 - Well-Developed Interpersonal Skills
 - Well-Developed English Communication Skills
 - Well-Developed Stress Management Skills
 - Respect for Members of the School Community

2. The School also takes the following into account:
 - a) the willingness of the parents of the student applicant to collaborate actively with the school in the education and formation of the student (which includes the parent's acceptance of the school policies, especially those found in the student handbook);
 - b) the willingness of the applicant and his parents to be involved in important school activities;
 - c) the extent to which the applicant's family environment is open to, and supportive of, the Catholic Christian values espoused by the school.
3. An applicant is evaluated primarily on his qualifications for admission to High School

C. QUALIFICATIONS FOR ADMISSION TO HIGH SCHOOL

1. HSEE (High School Entrance Examination) Results

2. PERFORMANCE IN THE CURRENT GRADE/YEAR LEVEL

- An applicant with a failing average by the end of March 2010 will NOT BE ACCEPTED to High School.
- To be considered are the:
 - composite score of the applicant's previous grades (4 quarters) and current (first 2 quarters);
 - IQ score

3. DISCIPLINARY RECORD

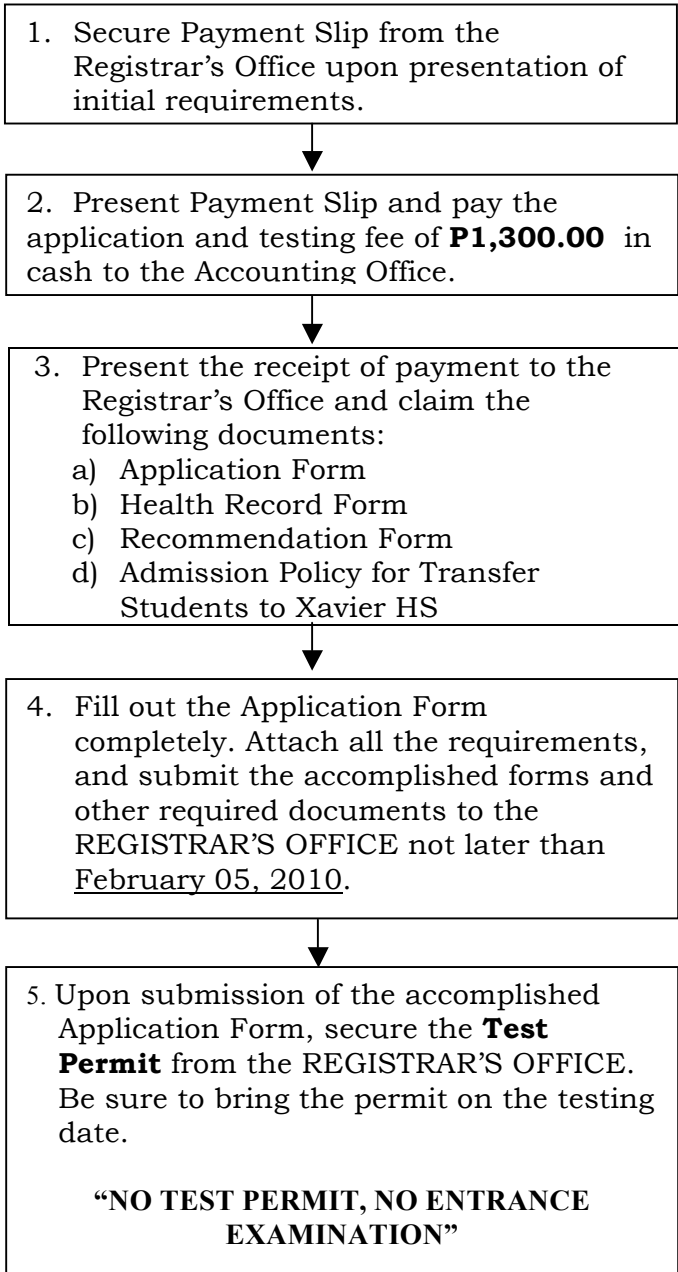
- An applicant who has been under any major disciplinary status or involved in any major disciplinary case within the last school year will NOT BE ACCEPTED to High School.

D. PRE-APPLICATION REQUIREMENTS:

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 Photocopy of the Applicant’s Birth Certificate
3. Original copy of the report card in the grade/year level and photocopy of the grades in the First & Second Quarter of current level.

E. APPLICATION PROCEDURE:



<u>SCHEDULE OF APPLICATION</u>	
January 09 - 31	Application Period
February 05, 2010	Last day for submission of completed application form and requirements to the Registrar’s Office
Time:	7:30 a.m. to 3:00 p.m.; No Lunch Break

<u>SCHEDULE OF EXAMINATIONS</u>	
Date :	February 18, 2010 (Thursday)
Time:	7:30 am – 12:00 noon
Place:	Testing & Research Center(TRC) XS Central Administration Bldg.

OTHER REQUIRED DOCUMENTS

- Baptismal Certificate if baptized in the Roman Catholic Church (original & photocopy)
- Accomplished Recommendation Form from the current school
- Three (3) copies of recent 1.5 x 1.5 photo against a 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)
- 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.**
- Results of Vision and Hearing Screening Tests

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>(for those 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)
<p>Exempted from submission of ACRs are the children of the following:</p> <ul style="list-style-type: none"> ▪ Permanent foreign residents ▪ Aliens with working permit ▪ Foreign Diplomat Personnel ▪ Personnel from duly accredited international organizations residing in the Philippines ▪ Holders of special investor's resident visa (SIRV) ▪ Holders of special retiree's resident visa (SRRC) <p>Parents of the above-mentioned students are requested to submit to the Registrar's Office a copy of the documents supporting their residence status.</p>		<p>3. Study Permit 4. PASSPORT pages(photocopy), showing the following info:</p> <ul style="list-style-type: none"> ▪ Passport number ▪ Place issued ▪ Date issued ▪ Expiration date ▪ Date of entry into the Phil. ▪ Entry status ▪ Length of authorized stay

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 to 3:30 p.m.** at the **Testing and 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
Registrar

Noted:

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