



ARIMA CENTRAL SECONDARY SCHOOL

*Robert Street, Arima, Trinidad, West Indies
Phone/Fax :667-3562
e.mail: arima.central@yahoo.com*

05th October 2020

Dear Sir/Madam,

We are happy to have your students assigned to our school. Your school's reputation of producing holistic students adds to our eagerness to register our new student. We look forward to continuing the hard work that you have done.

In order to execute the registration process and suitably facilitate new students in the upcoming academic year, this letter has been communicated to you listing the items necessary for the registration of SEA students at our school. To ensure that our students, parents and staff are safe, we will be conducting registration using a 2-step process, involving both online and walk-in aspects of registration. Parents can access instructions as well as the necessary registration forms via our website ACSS.edu.tt.

On the website parents will find

1. Registration forms
2. A link for a virtual meeting carded to take place on 12th October 2020 at 10:30am.
3. An online form with a request for contact information.

We have carded the collection of necessary documents for the period of the 14th – 16th October 2020, at the school. A timetable for the collection of these documents and a completion of the registration process will be posted on the school's website. Parents will be notified of the day and time of their appointment for this registration process. Parents/Guardians are required to walk with the completed forms and other documents as listed below. Please be guided accordingly.

A. **Registration Process:**

1. The completed Student's Registration, NSDL and PTA Membership Forms for Arima Secondary School. **The forms must be downloaded, filled out and printed.**
2. SEA Placement Slip – Original and Copy
3. Student Performance Sheet – Original and Copy
4. Original and copy of Computerized Birth Certificate and Affidavit where applicable.
5. Original and copy of the student's Immunization Card.
6. Original and copy of Custodial Agreement where necessary.
7. 2 Passport-sized Photographs of Student with a white background. Student's name must be clearly and legibly written at the back of the photograph.

8. National I.D. Card, Driver's Permit or Passport of Parent/Guardian – Original and Copy
9. National I.D. Card, Driver's Permit or Passport of Person/s (other than parent), who is Authorized to collect student in cases of emergency or illness – Original and Copy
10. All Parent/Guardian must present ALL of the documents above to complete the registration process.
11. All copies of all documents MUST be clearly visible.

B. **Facilitation of Transfers:**

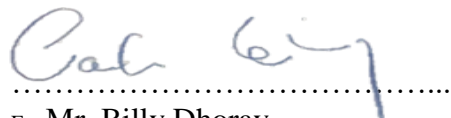
1. Student MUST first be registered before any request for transfer is entertained.
2. All registered students must attend school within the first week form one -19th October 2020 as non-attendance may be interpreted as non-acceptance of placement.

C. **Reminders:**

1. Please note that all copies of documents, especially photos and photo I.D.'s MUST BE CLEARLY VISIBLE!
2. Registration is as follows
14th October 2020
Students not accepting the position and requesting transfers.
15th - 16th October 2020
Guidelines for submission of forms are necessary to adhere to Health regulations.
Please drop off documents within the assigned time.
3. All Students and Parents/Guardians, must adhere to the School's Dress code as follows:
 - No tubed / navel-breaker / sleeveless / vests or tight tops.
 - No leggings / tights / $\frac{3}{4}$ - length or short pants.
 - No transparent clothing.
 - No slippers

Please bring this letter to the attention of Parents/Guardians whose child/ward has been placed at Arima Central Secondary School at the release of SEA results, 2020.

Yours respectfully,



For Mr. Billy Dhoray
Principal (Secondary)

PRINCIPAL
ARIMA CENTRAL SECONDARY SCHOOL