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ARIMA NORTH SECONDARY SCHOOL

...in pursuit of excellence

MEMORANDUM

From: Principal
To: Parents/Guardians of Form 1 Students
Date: September 6, 2021
Subject: Registration of Form 1 Students

Dear Parents/Guardians,

We take this opportunity to welcome you and your child into the Arima North Secondary School family. We know that during this Covid-19 pandemic you may have many questions and concerns regarding this new phase of your child's education.

The first step is to have your child registered at the school. The current Ministry of Health's restrictions on public gatherings has affected the format of the registration process and, because of the large numbers of registrants, registration will take place over a two-day period, Tuesday 14th and Wednesday 15th September 2021. Please pay attention to the information below regarding the registration days and times for your child.

Please note that even if you are seeking a transfer for your child, you must register your child first before seeking the transfer request via the application form.

REGISTRATION DETAILS:

Registration commences physically at the school's Auditorium for students from Tuesday 14th September, 2021 onwards depending on your child's surname (*please see schedule below*)

SURNAME STARTING WITH:	DAY	TIME	Remarks
A to G	Tuesday 14 th	9:00 a.m. – 11:00 a.m.	For Online and offline registration/Parents or Guardians making a Declaration
H- M	Tuesday 14 th	12:00 p.m.– 2:00 p.m.	
N-R	Wednesday 15 th	9:00 a.m. – 11:00 a.m.	
S-Z	Wednesday 15 th	12:00 p.m.– 2:00 p.m.	

ONLINE REGISTRATION-

Parents who possess an electronic device can register their child online.

- Please log on to [Http://ans.edu.tt/student-registration](http://ans.edu.tt/student-registration) to complete the registration form online. You are required to complete every question/ field on the form. Do not leave out any questions.
- After completion of the **ONLINE Registration form**, you will be required to come into the school on **EITHER** Tuesday 14th **OR** Wednesday 15th September 2021 to sign the registration documents. Please see the schedule above for the **date and time that both you and the child** are to come into the school to sign the printed-out form depending on your child's/ward's *surname letter*. The school will print out the form for you.
- ONLY ONE** Parent/Guardian or authorized person and the Child will be allowed entry into the school. Please bring in the following documents:
 - Original and Copy of Child's Birth Certificate
 - SEA placement slip/SEA Performance slip

- Copy of Immunization Card
 - For Non-Nationals, Valid Student’s Permit
 - National ID Card or other valid identification of Parent / Guardian
 - One current Passport sized photo of your child- (Write child’s name at back of photo)
- d) Upon entry to the school, ALL COVID-19 Safety protocols must be followed. The MTS security and other school personnel will guide you as to the procedures to be followed.
- e) Parent’s will be given a numbered chit upon entry. You will be served therefore in the order that you arrive.

All requests for Transfers can **only be done after** all documents are brought in and the Parent/Guardian/ Ward and child sign the registration form when you come in i.e., after you complete the registration process. **Transfers are managed by the Ministry of Education and are NOT GUARANTEED.**

Please note that a transfer request is not a declaration.

Parents/Guardians who will **NOT** be taking up the space at Arima North (e.g., repeat Std. 5 or Enroll at a Private school) do not need to register online, but will be required to complete and sign a “**Declaration Form**” at the school. You will be required to physically come in to complete a declaration form according to the schedule below.

OFFLINE REGISTRATION

Parents/ Guardians who are unable to register their child/ward online are required to register when they are scheduled to physically come in. See schedule below.

SURNAME STARTING WITH:	DAY	TIME	Remarks
A to G	Tuesday 14 th	9:00 a.m. – 11:00 a.m.	For Online and offline registration/Parents or Guardians making a Declaration
H- M	Tuesday 14 th	12:00 p.m.– 2:00 p.m.	
N-R	Wednesday 15 th	9:00 a.m. – 11:00 a.m.	
S-Z	Wednesday 15 th	12:00 p.m.– 2:00 p.m.	

- a) **ONLY ONE** Parent/Guardian or authorized person and the Child will be allowed entry into the school. Please bring in the following documents:
- Original and Copy of Child’s Birth Certificate
 - SEA placement slip/SEA Performance slip
 - Copy of Immunization Card
 - For Non-Nationals, Valid Student’s Permit
 - National ID Card or other valid identification of Parent / Guardian
 - One current Passport sized photo of your child- (Write child’s name at back of photo)
 - Please have the **contact numbers and addresses** of ALL other persons with you when you come in.
- b) Upon entry to the school, ALL COVID-19 Safety protocols must be followed. The MTS security and other school personnel will guide you as to the procedures to be followed.
- c) Parent’s will be given a numbered chit upon entry. You will be served therefore in the order that you arrive.

All requests for Transfers can **only be done after** all documents are brought in and the Parent/Guardian/ Ward and child sign the registration form when you come in i.e., after you complete the registration process. **Transfers are managed by the Ministry of Education and are NOT GUARANTEED.**

Please note that a transfer request is not a declaration.

DECLARATION

Students who will **NOT** be taking up the space at Arima North Secondary (e.g. repeat Std. 5 or Enroll at a Private school) do not need to register, but will be required to complete and sign a

“Declaration Form” at the school. The schedule above **also** applies to parents who are making a declaration.

- a) Upon entry to the school, ALL Safety protocols must be followed. The MTS security and other school personnel will guide you as to the procedures to be followed.
- a) Parent’s will be given a numbered chit upon entry. You will be served therefore in the order that you arrive.
- b) You are to bring in the following documents:
 - Original and Copy of Child’s Birth Certificate
 - SEA placement slip/SEA Performance slip
 - National ID Card of Parent(s) / Ward/ Guardian

You will receive additional information when you come into the school. **Kindly bring your pen with you for safety reasons.**

Thank you for your support and co-operation.

A warm welcome to You!

Respectfully,


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PRINCIPAL
ARIMA NORTH SECONDARY SCHOOL

Mr. V. Debie
Principal (Secondary)