

Good day Parents!

You may download the Enrolment Packages from this link:

<https://drive.google.com/open?id=1qcEcJBN9XalHg7yOQfe1h9lpPc29qm->

For ease of filling out the required forms and for the automatic computation of school fees and materials, we would like to suggest the following:

1. Open the forms in Adobe Acrobat Reader DC  
(use this link to download the **free** software: <https://get.adobe.com/reader/> )
2. Please use a desktop computer to fill out the forms. The fillable forms may not work properly on mobile devices.
3. Suggested Paper Size is 8.5 inches x 13 inches. Although you may resize the print out on either A4 or Letter Size.

Forms that are needed to be filled out and printed:

**One (1) Form per Family**

-Family Information Sheet

**One (1) Form per Student**

-Consent to Personal Data Processing (must be signed by parents)

-Summary of Assessed Fees (the Books and Supplies Assessment Form is already included in this file)

-Health Information Update Form (for old students only who are incoming Kindergarten to Grade 4)

**Enrolment will only proceed if the original report card and all forms stated above are presented to the enrolment staff.**

Step 1: Please ensure that you have Adobe Acrobat Reader DC installed in your desktop computer before downloading the enrolment packages that you need. Get the free software here: <https://get.adobe.com/reader/>

Step 2: After installing the Adobe Acrobat Reader DC, click on the link below to access the files that you need.

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Step 3: The link will bring you to this site

The screenshot shows the Google Drive interface. At the top left is the Drive logo. A search bar is at the top center. On the left sidebar, there are navigation options: 'New', 'My Drive', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage' (4.6 GB used). The main area shows a breadcrumb path: 'Shared with me > Enrollment-2019-2020'. Below this is a table of items:

Name ↑	Owner	Last modified	File size
New Students	Dong Soroten	Mar 19, 2019 Dong Sorc	—
Old Students	Dong Soroten	Mar 19, 2019 Dong Sorc	—
Link to Enrolment Packages and Instructions.pdf	me	9:42 AM me	184 KB

A red arrow points from the text below to the 'Old Students' folder in the table.

Double click on the folder that you need to access.

Note: 'New Students' Folder will be available starting March 27, 2019.

## Step 4: This is the content of the Old Students Folder.

The screenshot shows the Google Drive interface. The breadcrumb path is "Shared with me > Enrollment-2019-2020 > Old Students". The left sidebar shows navigation options: "New", "My Drive", "Shared with me", "Recent", "Starred", "Trash", and "Storage" (4.6 GB used). The main content area displays a table of files.

Name ↑	Owner	Last modified	File size
Grade 1 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 2 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 3 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 4 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 5 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 6 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 7 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 8 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 9 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 10 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 11 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 11_IBDP Enrolment Package SY19-20.zip	me	9:43 AM me	1 MB
Grade 12 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Kinder Enrolment Package SY19-20 (Pre Kinder SY18-19).zip	me	9:43 AM me	2 MB

Step 5: Move your mouse over the file that you want to open

Press the right mouse button (right-click) on the folder that you want to open

The drop down menu will appear over the folder

Choose 'Download'

The screenshot shows the Google Drive web interface. On the left is a navigation sidebar with options like 'My Drive', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage' (4.6 GB used). The main area displays a list of files under the path 'Shared with ... > Enrollment-2019-20... > Old Studen...'. The file 'Grade 1 Enrolment Pack' is selected. A right-click context menu is open over this file, listing actions such as 'Preview', 'Open with', 'Share', 'Get shareable link', 'Add to My Drive', 'Add to Starred', 'Rename', 'View details', 'Manage versions', 'Make a copy', 'Report abuse', 'Download', and 'Remove'. A red arrow points from the text 'Choose 'Download'' to the 'Download' option in the menu.


Name	Last modified	File size
Grade 1 Enrolment Pack	9:43 AM me	2 MB
Grade 2 Enrolment Pack	9:43 AM me	2 MB
Grade 3 Enrolment Pack	9:43 AM me	2 MB
Grade 4 Enrolment Pack	9:43 AM me	2 MB
Grade 5 Enrolment Pack	9:43 AM me	2 MB
Grade 6 Enrolment Pack	9:43 AM me	2 MB
Grade 7 Enrolment Pack	9:43 AM me	2 MB
Grade 8 Enrolment Pack	9:43 AM me	2 MB
Grade 9 Enrolment Pack	9:43 AM me	2 MB
Grade 10 Enrolment Pack	9:43 AM me	2 MB

Step 6: Choose 'Open with: Windows Explorer'  
Click 'OK'

Name ↑	Owner	Last modified	File size
Grade 1 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 2 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 3 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 4 Enrolment Package SY19-20.zip	me	9:43 AM me	2 MB
Grade 5 Enrolment Package SY19-20.zip	me		
Grade 6 Enrolment Package SY19-20.zip	me		
Grade 7 Enrolment Package SY19-20.zip	me		
Grade 8 Enrolment Package SY19-20.zip	me		
Grade 9 Enrolment Package SY19-20.zip	me		
Grade 10 Enrolment Package SY19-20.zip	me		

Opening Grade 1 Enrolment Package SY19-20.zip

You have chosen to open:

 **Grade 1 Enrolment Package SY19-20.zip**  
which is: Compressed (zipped) Folder (1.8 MB)  
from: <https://doc-10-98-docs.googleusercontent.com>

**What should Firefox do with this file?**

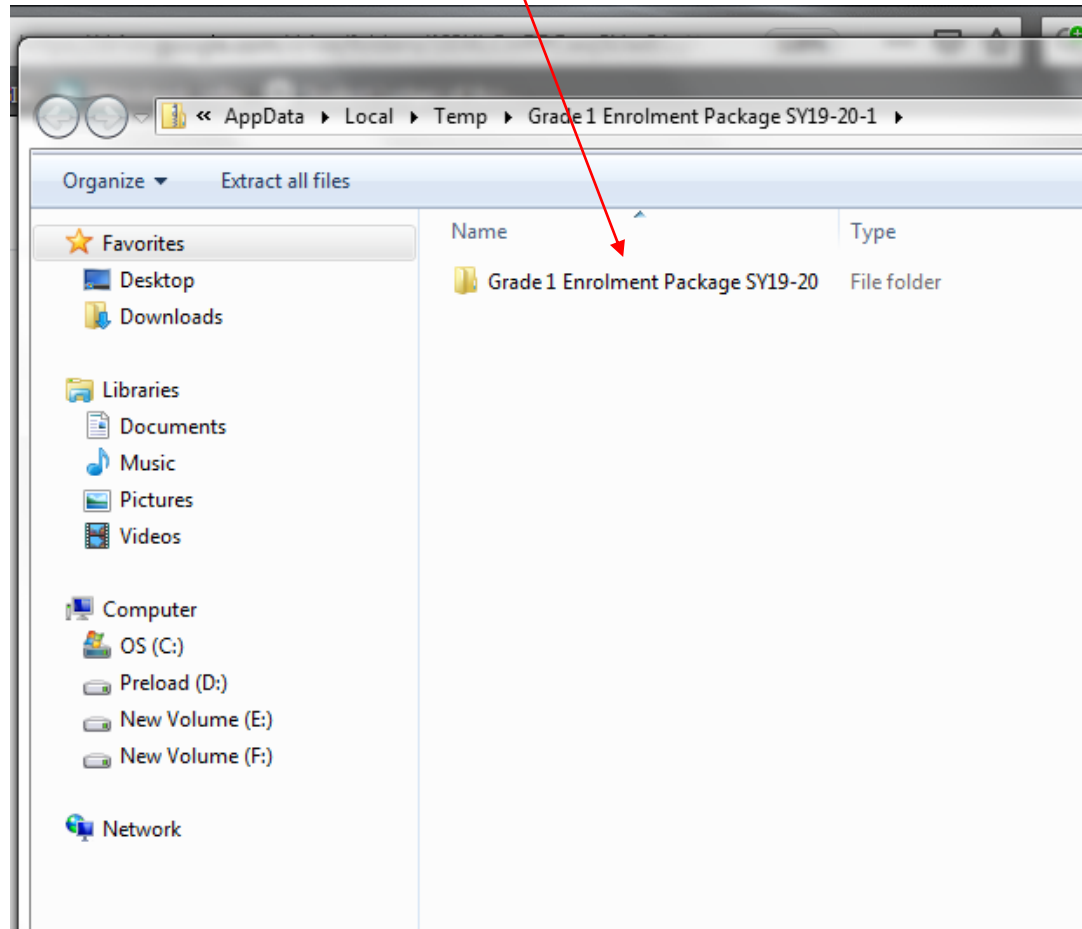
Open with Windows Explorer (default)

Save File

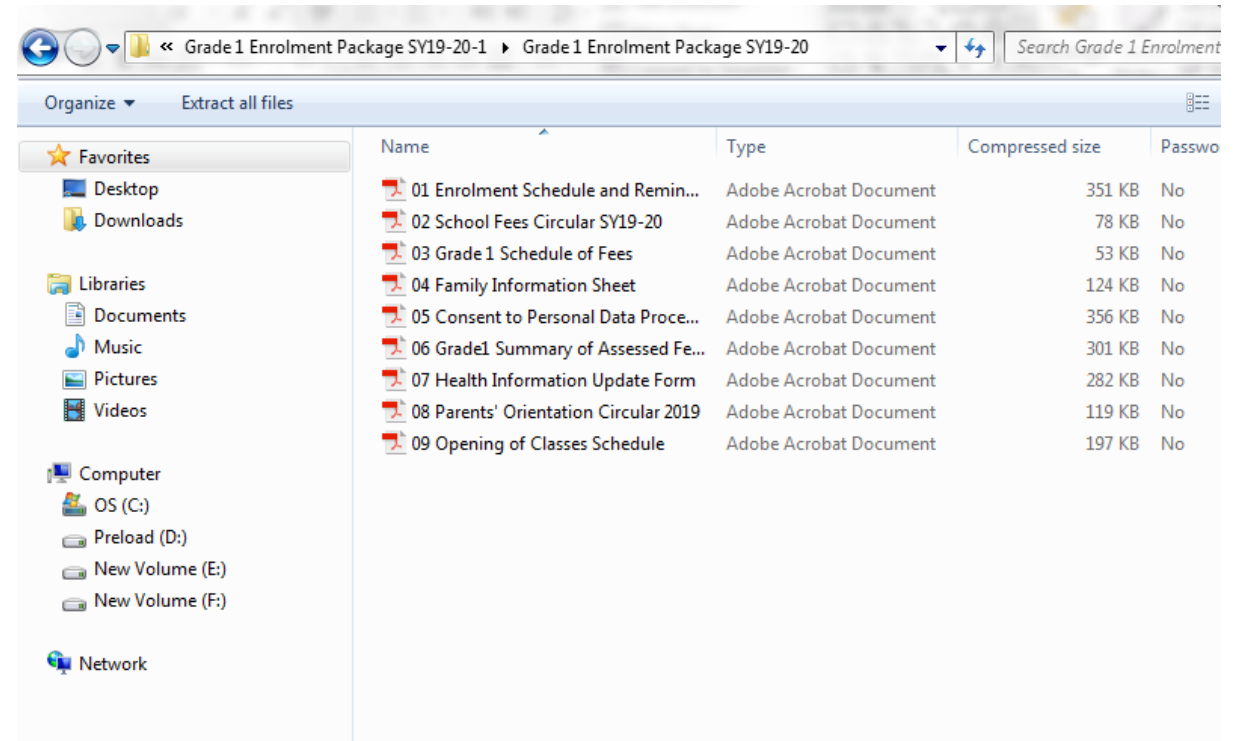
Do this automatically for files like this from now on.

OK Cancel

Step 7: Double click on the folder



Step 8: The PDF files (circulars and fillable forms) will appear



Step 9: Fill out the forms and print.