



September 15, 2011

REF.: MIS/SY11-12/003

Memorandum to Parents & Students [Grades 1 to 12]

Kindly be informed of the following important updates:

- Attached, you will have the list of supplies/requirements which you can purchase over the weekend for your child. (Please note that this list will also be generated on the website, for your reference.)
- Students from grades 2 to 12 will be sitting for a Diagnostic Test next week: English on Sunday (September 18) and Math on Monday (September 19). Please ensure that your child brings two (2) HB2 pencils on these days. The diagnostic tests will be given during the first two hours of the morning, so it is imperative that all students arrive in school on time [7:10 A.M.].
- All the textbooks will be disseminated to students by Wednesday, September 21st. For any shortage in textbooks, due to the increase in enrollment, students will be provided with duplicated copies in portions per subject—until the full delivery arrives within a two-week (maximum) delivery period.
- The P.E. Uniforms (pants, in particular) are expected to be fully delivered by the 25th of September, 2011. Meanwhile, we expect all students, who do not have their uniforms available yet, to stick to the mandated dress code. (Please refer to the original School Announcements on the website for the specific details.)
- With the influx of new students, we would like to duly inform parents of students in grades 4, 5 and 7 that we will be opening the third (3rd) section by next week to accommodate the pending new student admissions. Kindly be advised that students may be reshuffled accordingly, to how they were placed in class, in light of this third section.
- Within a week or two, we should be able to generate access ID codes for both students and parents in our Student Management System (SMS). This SMS will allow you to communicate with our teaching staff and access all relevant information, pertaining to your child's daily activities and education.

We would like to take this opportunity to thank the parents for all your patience and cooperation, as we work through to putting everything together in our new school premises for the 2011-2012 academic year. Thank you for your continuous support!

Issued by MIS Administration.