### **INFORMATION WHEN SIGNING SCHOOL UP**

### **Basic School Information**

* School Name
* Type of School (e.g., Junior High School, Senior High School, Tertiary Institution)
* Unique Identifier (e.g., a school registration number or code)
* Country
* State/Province
* District
* City
* GPS Address
* Mobile
* Phone
* Email Address
* Website URL
* School Logo (file upload for the logo)
* School Slogan (optional)
* Date of Establishment
* Founder Name (optional)
* School Type (e.g., Boarding, Hostel, or Day School)
* Mission statement
* Vision statement

### **Administration Details**

* Principal/Head of School Name
* Principal Phone
* Principal Email
* Admin Name
* Admin Phone
* Admin Email Address

### **Accreditation and Legal Information**

* Accreditation Status (e.g., accredited, pending accreditation)
* Accrediting Body (if applicable)
* Legal Documents
* Tax Identification Number (TIN)

### **Enrollment and Programs Offered**

* Total Enrollment (number of students)
* Students Age range
* Total Teaching Staff (number of teaching staff)
* Total Non-Teaching Staff (number of non-teaching staff)

### **BASIC SCHOOL ADMISSION DATA**

**Student Information**

**Basic Details:**

First Name

Middle Name (if applicable)

Last Name

Date of Birth (DOB)

Place of Birth

Region of Birth

District of Birth

Gender

Nationality

Region

District

Hometown

Current Address (Residential)

Language(s) Spoken

**Health Information:**

Blood Group

Allergies (if any)

Medical Conditions (if any)

Immunization Record

Insurance Number

Insurance Card pdf

Special Needs (if applicable)

**Academic Information:**

Admission Level (Creche, Nursery, Kindergarten, etc)

Previous School (if applicable)

Class Level Applying For

Previous Grades (if applicable)

Preferred Subjects (for Upper Primary & JHS)

Interests (Sports, Music, Art, etc.)

**Emergency Contact:**

Full Name

Relationship

Phone Number(s)

Email Address

Current Address

**Additional Information:**

Ethnicity

Picture Image

Birth Certificate pdf

Religion

Individuals Allowed to Pick Up the Child

Full Name

Phone Number

Relationship to Student

**Consent:**

Parent/Guardian Consent for Participation in Sporting Activities

Parent/Guardian Consent for Field Trips

Parent/Guardian Consent for Sporting Activities

**Financial Information:**

Name of Person Responsible for Fees

Phone number

Scholarship or Financial Aid (Yes/No)

**Parent/Guardian Information**

**Primary Parent/Guardian:**

First Name

Middle Name (if applicable)

Last Name

Relationship to Student (Mother, Father, Guardian, etc.)

Nationality

Region

District

Occupation

Phone Number(s)

Email Address

Current Address

Office Address

Marital Status

**Secondary Parent/Guardian (if applicable):**

First Name

Middle Name (if applicable)

Last Name

Relationship to Student

Nationality

Region

District

Occupation

Phone Number(s)

Email Address

Current Address

Office Address

Marital Status

### **SHS SCHOOL ADMISSION DATA**

**Student Information**

**Basic Details:**

First Name

Middle Name (if applicable)

Last Name

Date of Birth (DOB)

Place of Birth

Region of Birth

District of Birth

Gender

Nationality

Region

District

Hometown

Current Address (Residential)

Language(s) Spoken

**Health Information:**

Blood Group

Allergies (if any)

Medical Conditions (if any)

Immunization Record

Insurance Number

Insurance Card pdf

Special Needs (if applicable)

**Academic Information:**

Admission Level

Previous School (if applicable)

Bece Index Number

Bece Grade

Bece School

Bece Result pdf

Bece Year

Programme

Programme Specifications

Class Level Applying For

Preferred Subjects

Interests

**Emergency Contact:**

Full Name

Relationship

Phone Number

Email Address

Current Address

**Additional Information:**

Ethnicity

Picture Image

Birth Certificate pdf

Religion

Active Phone

**Financial Information:**

Name of Person Responsible for Fees

Phone number

Scholarship or Financial Aid (Yes/No)

**Parent/Guardian Information**

**Primary Parent/Guardian:**

First Name

Middle Name (if applicable)

Last Name

Relationship to Student (Mother, Father, Guardian, etc.)

Nationality

Region

District

Occupation

Phone Number(s)

Email Address

Current Address

Office Address

Marital Status

**Secondary Parent/Guardian (if applicable):**

First Name

Middle Name (if applicable)

Last Name

Relationship to Student

Nationality

Region

District

Occupation

Phone Number(s)

Email Address

Current Address

Office Address

Marital Status