



Republic of the Philippines
Department of Education
 REGION 1V-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS PROVINCE
 MALVAR SENIOR HIGH SCHOOL
 POBLACION, MALVAR, BATANGAS

TRANSFER IN ENROLMENT FORM

TRACK/STRAND: _____

Student Name: _____ LRN: _____

Grade Level: _____ S.Y. _____ SEMESTER: _____

Complete Permanent Address: _____

Last School Attend: _____

School Address: _____ S.Y. _____ Grade Level & Section: _____

Reason for Transfer: _____

 Students' Name and Signature
 Contact #:
 FB Name:

 Parent / Guardian Name and Signature
 Contact #:
 Email:

PROCESS	Verified by: <small>Signature over Printed Name</small>	REMARKS <small>Date Accomplished</small>
Step 1 SUBJECT EVALUATOR Evaluation of the <u>Copy of Report Card</u> and Subject Offerings thru Subject Assessment Form		
Step 2 REGISTRAR'S OFFICE Evaluation of the following Forms and Documents 1. School Form 9 (Report Card/Form 138) 2. Copy of Birth Certificate 3. Copy of Certificate of Completion 4. Enrolment Form Online/BEEF/MLESF 5. School Form 10 (Permanent Record/Form 137)		
Step 3 PRINCIPAL'S OFFICE Interview by the School Principal and Approval of Enrolment Form		
Step 4 GUIDANCE/ DISCIPLINE OFFICE Orientation of School Rules and Regulation		
Step 5 Information Technology Officer (ITO) Creation of Student GSuite Account, ID Processing		
Step 6 ADVISER Endorsement of Class Adviser for Class Schedule and other matters		
SECTION: _____ DATE OF FIRST ATTENDANCE <small>(Month/Day/Year)</small>	<input type="text"/> / <input type="text"/> / <input type="text"/>	

