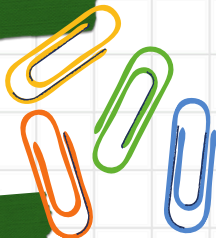




ST. PAUL COLLEGE OF PASIG, INC.
S.Y. 2026-2027

HOW TO ENROLL AS A NEW STUDENT ON SCHOOLLAIDE



School Aide

BY **RAKSO CT**
RAKSO COLLEGE TRAINING CENTER

BASIC REQUIREMENTS

1 Please bring the Original and Two (2) Photocopies of the Following Personal Documents:

- ✓ PSA (Philippine Statistics Authority) Certified Birth Certificate
- ✓ Certified True Copy of the Latest Report Card with Learner Reference Number (LRN Applies to Kinder–Grade 12 applicants)
 - Progress Report Card (for Preschool applicants)
- ✓ Baptismal Certificate (if applicable)
- ✓ Parent's Marriage Certificate (if applicable)

2 Two (2) Pieces of 1x1 ID Pictures

3 Health Certificate stated fit to attend school

BASIC REQUIREMENTS

4 Recommendation Forms

- ✓ Grades 1–12: Two (2) recommendation forms — to be accomplished by the Homeroom Adviser and the Guidance Counselor.
- ✓ Preschool Applicants: One (1) recommendation form — to be accomplished by the Homeroom Adviser or the Guidance Counselor.
- Kindly provide the attached recommendation form to your daughter's adviser/subject teacher and guidance counselor. The accomplished form should be sent directly by the recommender to admissions@spcpasig.edu.ph
- Email Subject Line: RECOMMENDATION FORM_Last Name, First Name_Level Applying For

ADDITIONAL REQUIREMENTS (FOR FOREIGN STUDENTS ONLY)

Please bring the Original and Two (2) Photocopies of the Following Documents:

- ✓ Passport (bio-page, admission, and authorized stay)
 - ✓ Alien Certificate of Registration (ACR I-Card)
 - ✓ Translated and Authenticated Birth Certificate
 - ✓ Translated and Authenticated Complete School Records
- ▶ **Transcript of Records:** Complete school records from the start of schooling/study

ADMISSION PROCESS:

1 Create an Account

- ✓ Visit the SchoolAide Portal at <https://schoolaide.spcpasig.edu.ph>

2 Encode Applicant Information

- ✓ Fill out the personal data of the applicant

3 Upload the Required Documents

Upload the following:

- ✓ PSA-Certified Birth Certificate
- ✓ Latest Report Card with LRN (Kinder-Grade 12)
- ✓ Progress Report Card (Preschool applicants- skip if first schooling)

ADMISSION PROCESS:

4 Settle the Admissions Fee

- ✓ Pay the ₱600 Admissions Fee either online or onsite
- ✓ If Onsite payment you can pay at the SPCP Cashier on or before the day of your daughter's Examination schedule

5 Application Review

- ✓ Once submitted, your application will be reviewed by the Admissions Office. Incomplete applications may delay the review process.

6 Entrance Exam and Interview Schedule

- ✓ If your application is approved, you will receive your child's entrance exam and interview schedule via email notification on your SchoolAide portal and email. *(Please check your Spam or Junk folder as well.)*

ADMISSION PROCESS:

7 Examination and Interview

- ✓ Attend on the scheduled date of your exam and interview.
- ✓ Submit the hard copies of all required documents to the Admissions/Guidance Office on or before the day of the examination.

8 Release of Results

- ✓ Results will be released within 3–5 working days after the exam and interview.
- ✓ You may view the results through your SchoolAide Portal, and Email (check your Spam/Junk folder).