



## Presbyterian Pan American School Checklist of Admission requirements

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

► Parents please use this checklist to ensure that you gather and complete all requirements for submission to PPAS.

\*All documentation provided by you must be official and in English or officially translated to English. No exceptions.

▼ Please check off the numbered items listed below after you have collected or completed those required items.

\_\_\_\_ 1. The **Application** must be completed fully without blanks. Mark "N/A" if that specific information does not apply.  
Please make sure it is signed by the parent and prospective applicant where indicated. Also make sure the form is dated wherever it indicates to do so.

\_\_\_\_ 2. The **Application Fee** must be paid to initiate the review process of the application form and documents received for the prospective applicant.

\_\_\_\_ 3. Copies or originals of **Academic School Grades**. They must be from current school year and 2 previous years.  
Academic report cards must show name of school, name of student and school year along with courses taken.

\_\_\_\_ 4. The **Academic Reference form** must be completed by one of the individuals listed on the form. Ensure the form is signed and dated by that person. We require two (2) completed reference forms for the prospective applicant.

\_\_\_\_ 5. The **Church Recommendation form**, completed, signed and dated. This form is not required if the prospective applicant has no religion or church affiliation. The prospective applicant must clearly indicate no affiliation on the application form.

\_\_\_\_ 6. The **Health Record form** completed fully. Pages 1, 2 & 3 are to be completed and signed by the parent of the prospective applicant. Page 4 must be completed by the prospective applicant's physician (doctor) and require the physician's (doctor's) signature, the office seal and the date the form was completed.

\_\_\_\_ 7. Copy of **Vaccination Record**. This record must be an official document from a doctor, clinic or hospital and must have dates and signatures on it. Please read carefully the "vaccination" requirements page so that the prospective applicant has all the required vaccines prior to arriving to PPAS. This is a government mandated requirement.

\_\_\_\_ 8. Copy or original of a **Financial Bank Statement**. This statement is required to show that the family has the funds to cover the cost of one year's tuition, room and board and other related expenses.

\_\_\_\_ 9. Copy of prospect's **Birth Certificate** and a copy of the **passport** of the prospect's country.

↑ (Please check off when completed)

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