

boxes for office use only

Director	Head of School	Registrar	Transport Coordinator	Infirmery	Registration number	Candidate's name
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Greengates School

www.greengates.edu.mx



Location

Av. Circunvalación Poniente #102
Balcones de San Mateo
53200 Naucalpan, Edo. de México

Mailing Address

Greengates School S.C.
Apartado Postal 10-1112
C.P. 11002 México D.F.

Tel. +(52) 55 5373-0088

email jessica@greengates.edu.mx (for ages 3-10)

email sarav@greengates.edu.mx (for ages 11-17)

APPLICATION FORM

boxes for office use only

- Section A - General Information
- Section B - Agreement between Greengates School, S.C. and Parent or Guardian
- Section C - Reconocimiento oficial de estudios del Gobierno Mexicano
- Section D - Medical History



The following documentation is required:

- Copy of birth certificate
- Letters of introduction (from Principal or teacher)
- Transcript of previous school
- Copies of previous reports (two school years)
- Copies of diagnostic evaluations (if applicable)
- Email address of current Principal or Head of School

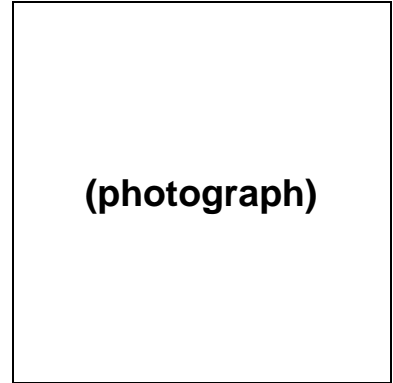
Grade Comparisons

Greengates	U.K.	U.S.A.	Mexico
Kinder 1 (K1)	Nursery	Day Care	1º Preescolar
Kinder 2 (K2)	Reception	Pre-School	2º Preescolar
Kinder 3 (K3)	Year 1	Kindergarten	3º Preescolar
Junior 1 (J1)	Year 2	1 st Grade	1º Primaria
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>Infant School</p> <p>Key Stage 1</p> </div> </div>			
Junior 2 (J2)	Year 3	2 nd Grade	2º Primaria
Junior 3 (J3)	Year 4	3 rd Grade	3º Primaria
Junior 4 (J4)	Year 5	4 th Grade	4º Primaria
Junior 5 (J5)	Year 6	5 th Grade	5º Primaria
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>Junior School</p> <p>Key Stage 2</p> </div> </div>			
Form 1 (F1)	Year 7	6 th Grade	6º Primaria
Form 2 (F2)	Year 8	7 th Grade	1º Secundaria
Form 3 (F3)	Year 9	8 th Grade	2º Secundaria
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>Intermediate School</p> <p>Key Stage 3</p> </div> </div>			
Form 4 (F4)	Year 10	9 th Grade	3º Secundaria
Form 5 (F5)	Year 11	10 th Grade	1º Preparatoria
Lower 6 (L6)	Year 12	11 th Grade	2º Preparatoria
Upper 6 (U6)	Year 13	12 th Grade	3º Preparatoria
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>Senior School</p> <p>Key Stage 4</p> </div> </div>			



Section A - General Information (to be completed by Parent or Guardian)

Acceptance of a student by the school does not guarantee automatic placement. The initial registration fee must be paid as soon as the application process has been completed. A payment deadline will be given by the Head of School.



1. Applicant

Name: *family* _____ *first* _____ *middle* _____

Known as: _____ Male Female

Date of birth: *day* _____ *month* _____ *year* _____

First language: _____

Other languages: _____

Place of birth: _____

Nationality: _____

2. Father or Guardian

Name: *family* _____ *first* _____ *middle* _____

Relationship (e.g. Father, Step-father, Uncle): _____

Nationality: _____

Profession: _____

Name of Business: _____

Post: _____

Personal email: _____

Office Telephone number(s): _____

Office email: _____

Cellular number: _____

3. Mother or Guardian

Name: *family* _____ *first* _____ *middle* _____

Relationship (e.g. Mother, Step-mother, Aunt): _____

Nationality: _____

Profession: _____

Name of Business: _____

Post: _____

Personal email: _____

Office Telephone number(s): _____

Office email: _____

Cellular number: _____



4. Names and ages of brothers/sisters: _____

5. Home address in Mexico

Street: _____
Colonia: _____
Postal Code: _____
Telephone number(s): _____
Fax number: _____
email: _____

6. Current/last school attended

Name: _____
Address: _____
Telephone: _____ email: _____
Language(s) of instruction: _____
Length of time attended: _____

7. School(s) attended prior to the above: _____

8. Total years of school completed: _____

9. School or College plans for subsequent education (if made)

_____ Year: _____
_____ Year: _____
_____ Year: _____

10. Do you wish the applicant to take the school bus? Yes No

If so, which is your nearest corner? _____

11. In case of an emergency, who else can be contacted? (Name, relationship and tel. numbers)

12. When do you wish the applicant to enter Greengates?

13. Why do you wish the applicant to enter Greengates?

14. Greengates recommended by: _____

15. List any family connections with Greengates: _____

Signature of Parent or Guardian _____ Date _____



Section B - Agreement between Greengates School, S.C. and Parent or Guardian (to be completed by Parent or Guardian)

AGREEMENT BETWEEN GREENGATES SCHOOL, S.C.

AND MR./MRS. _____

1. I undertake to respect the Payment of Fees Calendar. Fees are payable on a monthly basis; if these are not paid within 5 days after the date on the Calendar, a surcharge of 10% will be applied monthly.
2. I understand that if the Annual Registration Fee is not paid by the date specified on the Calendar, the school reserves the right to offer the place to another candidate.
3. I understand that the Annual Re-registration Fee (Re-Inscripción) is non-refundable, regardless of the date of transfer/departure of the student.
4. I acknowledge and accept that if fees are not paid for three months, my child will not be allowed into school and that other legal implications may apply.
5. I agree to hand in all the necessary documents* required by school at the time of acceptance so that my child is properly registered before the revalidation authorities and all the paperwork is processed by school. *(please refer to the list in Section C)
6. I understand that the school may refuse admission to any student who fails to meet the required academic standard.
7. I understand that annual re-registration is not automatic and the students are required to meet the school's criteria for academic performance and conduct.
8. I undertake to ensure that my child arrives at school before 8:15am and is collected between 2:45pm and 3:00pm.
9. I undertake to send my child dressed in full school uniform (Kinder 1 through Form 3).
10. I undertake to give one full term's written notice of my child's departure from Greengates.
11. I understand that any child who misbehaves on the school bus may be suspended from bus services.
12. I undertake to follow drop off and pickup procedures, as advised by the school.
13. I acknowledge and guarantee that I, or a representative of mine, will pick up my child punctually at the designated bus stop.
14. I shall respect, follow and advise my child to do the same, with any instructions given or implied by the school.
15. I acknowledge and accept that my child will not be registered if the Medical Form is not fully and truthfully completed.
16. I understand that only students who are enrolled in the S.E.P. programme and who follow the official courses in Ciencias Sociales and Español will receive official Mexican documents (Certificado de Primaria y Secundaria). Students in Form 5, Lower 6 and Upper 6 (Preparatoria) can have their studies revalidated by the S.E.P. when students take and pass the International Baccalaureate Diploma examinations.

Parent's signature _____

Date _____

Student's Name _____



Sección B - Acuerdo entre Greengates School, S.C. y los Padres/Tutores (a ser completado por los Padres/Tutores)

ACUERDO ENTRE GREENGATES SCHOOL, S.C.

Y SR./SRA. _____

1. Me comprometo a respetar fielmente el Calendario de Pagos de Colegiaturas. Las colegiaturas se pagarán mensualmente; si no se hiciera el pago dentro de un plazo de cinco días de la fecha establecida en el calendario de pagos, se aplicará un cargo del 10% mensual.
2. Entiendo que si la Inscripción Anual no está cubierta antes de la fecha límite indicada en el calendario de pagos, la escuela se reserva el derecho de disponer del lugar del alumno.
3. Entiendo que la Reinscripción Anual no es reembolsable, independientemente de la fecha de transferencia o partida del alumno.
4. Entiendo que si las colegiaturas no están cubiertas durante tres meses, mi hijo/hija no será admitido en la escuela, y podría estar sujeto a otras sanciones legales.
5. Me comprometo a entregar todos los documentos* necesarios para que la escuela se encargue de realizar los trámites correspondientes ante las instancias oficiales de revalidación y mi hijo/hija quede registrado de manera adecuada. *(Favor de revisar las lista en la Sección C)
6. Entiendo que la escuela se reserva el derecho de negar la admisión a cualquier alumno que no cumpla con los criterios académicos requeridos.
7. Entiendo que la reinscripción anual no es automática y que los alumnos deben cumplir con los parámetros de desempeño académico y de conducta establecidos por la escuela.
8. Me comprometo a que mi hijo/hija llegue a la escuela antes de las 8:15am y que se recoja entre 2:45pm y las 3:00pm.
9. Me comprometo a mandar a mi hijo/hija vestido con el uniforme escolar completo (Kinder 1 a Form 3).
10. Me comprometo a dar aviso por escrito, y con tres meses de anticipación, de la salida de mi hijo/hija de Greengates.
11. Entiendo que la mala conducta en el transporte escolar será sancionada con la suspensión del servicio.
12. Me comprometo a respetar los procedimientos que indique la escuela para dejar y recoger a los alumnos.
13. Me comprometo a garantizar que yo, o una persona en mi representación, recogerá a mi hijo/hija puntualmente de la parada del camión asignada por la escuela, en caso de usar el servicio.
14. Respetaré y seguiré todas las instrucciones que la escuela indique, de manera implícita o explícita, y me encargaré de que mi hijo/hija haga lo propio.
15. Entiendo que la inscripción de mi hijo/hija no estará completa hasta que haga llegar a la escuela la hoja de información médica llena y con información verdadera.
16. Entiendo que únicamente los alumnos inscritos en el programa de la S.E.P. quienes estudian las materias de Ciencias Sociales y Español, recibirán los documentos mexicanos oficiales (Certificado de Primaria y Secundaria). Los estudios en los niveles Form 5, Lower 6 y Upper 6 (Preparatoria) serán revalidados por la S.E.P. de acuerdo con la circular DG AIR/033/2010, siempre y cuando presenten y aprueben los exámenes del Diploma del Bachillerato Internacional.

Firma del Padre _____

Fecha _____

Nombre del Alumno _____



Sección C - Reconocimiento oficial de estudios del Gobierno Mexicano (a ser completado por los Padres/Tutores)

Nombre del alumno: _____
Paterno Materno Nombre (s)

Sí deseo que mi hijo/a sea inscrito/a en la Secretaría de Educación Pública. Me comprometo a entregar la documentación requerida para el proceso y cumplir todos los requisitos.

No deseo que mi hijo/a sea inscrito/a en la Secretaría de Educación Pública.

Nombre del Padre o Tutor

Firma

Fecha

Sr. Padre de Familia:

Los alumnos inscritos en la Secretaría de Educación Pública (S.E.P.) obtendrán documentos con validez oficial. Es muy importante que al momento de inscribirse la documentación que a continuación se indica sea entregada; de no hacerlo, el colegio no se hace responsable de la inscripción de su hijo en la S.E.P.

Para mayor información con respecto al Programa de la S.E.P., favor de ponerse en contacto con:
Armando Avellaneda avellaneda@greengates.edu.mx (para alumnos de Kinder 1 a Form 4)
Ana Molina anam@greengates.edu.mx (para alumnos de Form 5 a Upper 6)

DOCUMENTOS REQUERIDOS

- Acta de nacimiento
- Traducción del acta de nacimiento, si viene en un idioma distinto al español
- Constancia de la Clave Única de Registro de la Población (CURP) en caso de contar con él
- Documentos académicos originales de los últimos dos años de estudio (transcripts, certificados, boletas o reportes de calificaciones)
- Traducción de los documentos académicos, si vienen en un idioma distinto al español
- Revalidación de estudios cuando proceda del extranjero. Pagos por concepto de revalidación: consultar los montos con Armando Avellaneda o Ana Molina.

Adicionalmente:

Kinder 1 a Kinder 3:

- Certificado de Preescolar de la escuela de procedencia o su reporte escolar equivalente
- Cartilla de vacunación vigente o Cartilla Nacional de Salud
- Certificado médico reciente que incluya los siguientes datos: edad, estatura, peso, examen de vista y examen auditivo

Form 2 a Form 4:

- Certificado de Primaria
- Sólo extranjeros: fotocopia de FM2, FM3, pasaporte diplomático o constancia de que está en trámite

Form 5 a Upper 6:

- El acta de nacimiento debe ser original (apostillada/legalizada si es extranjera)
- Sólo extranjeros: fotocopia de FM2, FM3, pasaporte diplomático o constancia de que está en trámite
- Para alumnos que no provengan del sistema educativo nacional mexicano los documentos académicos deben ser apostillados o legalizados
- Las traducciones del acta de nacimiento y documentos académicos deberán ser hechas por perito traductor mexicano



Section C - Official recognition of studies by the Mexican Government (to be completed by Parent or Guardian)

Student's name: _____
Family Surnames *Name(s)*

I wish to enrol my child with the Secretaría de Educación Pública. I will hand in the documents needed for the enrolment process and will fulfil all the requirements.

I do not wish to enrol my child at the Secretaría de Educación Pública.

Parent/Guardian's name

Signature

Date

Dear Parents,

The students enrolled with the Secretaría de Educación Pública (S.E.P.) will obtain documents with official recognition. It is very important that at the time of enrolment, the documents indicated below are handed in. The school will not be responsible for your child's enrolment with the S.E.P. if his/her documents are not handed in.

For more information regarding the S.E.P. Program, please contact:

Armando Avellaneda avellaneda@greengates.edu.mx (for Kinder 1 to Form 4 students)

Ana Molina anam@greengates.edu.mx (for Form 5 to Upper 6 students)

DOCUMENTS REQUIRED

- Birth certificate
- Translation of birth certificate if this is not in Spanish
- Copy of the Única de Registro de la Población (CURP) if your child already has one
- School records for the last two years (transcripts, certificates, report cards or grades)
- Translations of academic records if these are not in Spanish
- Academic revalidations when transferring from abroad. Payments for revalidation: verify amounts with Armando Avellaneda or Ana Molina.

In addition:

Kinder 1 to Kinder 3:

- Preschool certificate from previous school or the equivalent report card
- Immunization record or National Health Record
- Recent health certificate from doctor including: age, height, weight, eyesight and hearing test results

Form 2 to Form 4:

- Primary certificate
- Only foreigners: photocopy of FM2, FM3, diplomatic passport or proof that it is in process

Form 5 to Upper 6:

- The birth certificate must be original (with an Apostille or legalised if it is not Mexican)
- Only foreigners: photocopy of FM2, FM3, diplomatic passport or proof that it is in process
- If the transfer is not from the Mexican education program, all school records must have an Apostille or be legalised)
- All translations must be made by an authorised Mexican translator



Section D - Medical History (to be completed by Parent or Guardian)

Student's name: family _____ first _____ middle _____

Date of birth: day _____ month _____ year _____

1. Major Diseases and Conditions (with approximate dates): _____

2. Major Surgeries (with approximate dates): _____

3. Allergies (medication, food etc): _____

4. Problems with sight, hearing or other medical needs which may call for extra attention on the part of the teacher: _____

5. Learning / Attention Difficulties (including evaluations by a psychologist, neurologist, learning therapist, speech therapist, emotional therapist etc.): _____

6. List any medicines that your child takes on a regular basis at home: _____

7. List any medicines (including dosage) that will be sent to our Doctor for child's use in school: _____

8. Name and telephone of paediatrician / family doctor in Mexico: _____

9. **Do you agree that the School Doctor takes the appropriate decision in the treatment and care of your child in case of slight illness or minor injury?** yes no

In the case of an emergency - whilst every effort will be made to contact you - the Doctor / School will need to take the necessary decisions regarding treatment and hospitalisation.

Contact the school Doctor if you need to update this form.

Parent's signature _____ Date _____

Attach a photocopy of the Immunization Record.