



Holy Trinity Academy of Calamba, Inc.

A DEPED RECOGNIZED AND ESC CERTIFIED SCHOOL

Brav. Barandal, Calamba City, Laguna

Contact Nos: (049)502-3785/0999-872-1945

Shepherding the Heart and Training the Mind



ADMISSION PROCEDURE, POLICY AND REQUIREMENTS

I. Admission Procedure:



1. Submit the following requirements:

- Original PSA Birth Certificate
- Form 138(Report Card)
- 2 pcs. of passport sized ID pictures
- Certificate of Clearance from the previous school
- Certificate of Good Moral Character
- ESC Certificate/Voucher (if applicable)
- For incoming Grade 1 pupils, please submit the Early Childhood Development Checklist required of all Kindergarten completers in the Philippines.



2. Fill up the following forms and submit during the Enrollment Schedule.

Please download, print and prepare them for submission.

- Student Application Form
- Enrollment Policy Agreement
- Student Health Information Form
- Student Questionnaire
- Parent as Partners Contract Agreement
- Contact Information Form



3. Secure the following after payment:

- Admission Form
- School Calendar for SY 2023-2024
- List of school supplies
- Schedule of Dry-run of virtual and face-to-face instruction

II. Requirements:

1. Age

Preschool: (Please take note that we are not offering Nursery classes.)

Pre-Kindergarten level: Must be 4 years old by October of the current school year

Kindergarten Level: Must be 5 years old by October of the current school year

Grade 1: Must be 6 years old by October of the current school year and must be able to read in Filipino and English

Grades 2 and up: Must have passed all the subjects during the previous school year and with good moral character. Kindly bring Form 138 and Certificate of Good Moral Character.

2. Academic standing

All incoming pupils and students must have passed all subjects during the previous year of school and must have a B or above in conduct.

3. Clearance from the previous school attended

All incoming pupils must provide certification of clearance from the previous school attended. The student is given 1 month from the first day of the current school year to get clearance and to provide the permanent record or SF 10/Form 137 of the student. Noncompliance will entail the school to drop the student from the roster. This is necessary to ensure that records of your child are in order. As a school, we aim to comply with the submission of accurate records to DEPED.