



## ARIMA CENTRAL SECONDARY SCHOOL

*Robert Street, Arima, Trinidad, West Indies*  
*Phone/Fax :667-3562*  
*e.mail: arima.central@yahoo.com*

27<sup>th</sup> June, 2024

Dear Sir/Madam,

We wish to congratulate you and your child on their performance at the SEA examinations and their placement at Arima Central Secondary School. We take this opportunity to welcome them and you to Arima Central Secondary School. We look forward to working together to ensure their continued development and future success. Our first activity together is a simple but significant one which involves the official recognition of your child as a member of our school community through the registration process.

In order to smoothly execute the registration process, parents and students are asked to take note of the following information. A list of the items which are required for the registration process are listed below. Additionally, if any student or parent may require additional information the school can be contacted by:

- School's landline - 667-3562
- School's email – [arimacentral@fac.edu.tt](mailto:arimacentral@fac.edu.tt)
- School's website – <http://www.acss.edu.tt>

On the website parents will find:

1. Arima Central Secondary School Student Registration form
2. School meal application form (National School Dietary Services Limited)
3. NALIS Registration Form Young Adults
4. PTA membership form
5. Form 1 Booklist

**We have carded the registration process to take place on Friday 5th July, 2024, from 8:30 a.m. to 11:00 a.m.** Parents/Guardians and students please take note that you are required to be punctual and you are required to walk with the completed forms and other documents as listed below. Please be guided accordingly.

### **A. Registration Process:**

1. Students and parents are asked to **download from the Arima Central Secondary School's website, print, complete and bring to school on the day of registration the following forms:**
  - Arima Central Secondary School Student Registration Form
  - National School Dietary Services Limited Form (If required)
  - NALIS Registration Form – Young Adults
  - PTA Membership Forms for Arima Central Secondary School

Parents / Guardians are also asked for the following documents and copies. Original documents will be returned once copies have been verified.

2. Original and copy of Computerized Birth Certificate and Affidavit where applicable.
3. Original and copy of the student's Immunization Card.
4. Original and copy of Custodial Agreement where necessary.
5. 2 Passport-sized Photographs of Student with a white background. Student's name must be clearly and legibly written at the back of the photograph.

6. National I.D. Card, Driver's Permit or Passport of Parent/Guardian – Original and Copy
7. National I.D. Card, Driver's Permit or Passport of Person/s (other than parent), who is Authorized to collect student in cases of emergency or illness – Original and Copy
8. All Parents/Guardians must present ALL of the documents above to complete the registration process.
9. All copies of all documents MUST be clearly visible.

**Facilitation of Transfers:**

1. Student **MUST first be registered before any request for transfer is entertained.** Forms for transfers can be obtained after student has been registered.
2. All registered students **must attend school within the first week of Term 1 of the academic year 2024 / 2025 from Monday 2<sup>nd</sup> September to Friday 6<sup>th</sup> September 2024 as non-attendance may be interpreted as non-acceptance of placement.**

**Reminders:**

1. Please note that all copies of documents, especially photos and photo I.D.'s **MUST BE CLEARLY VISIBLE!**
2. All Students and Parents/Guardians, must adhere to the School's Dress code as follows:
  - No tubed / navel-breaker / sleeveless / vests or tight tops.
  - No leggings / tights /  $\frac{3}{4}$  - length or short pants.
  - No transparent clothing.
  - No slippers
3. Please be informed that on **Friday 30<sup>th</sup> August, 2024** parents and students will be required to attend an orientation program from 9:00 am to 11:30 am. Students should be dressed in Arima Central Secondary School uniform.

Yours respectfully,  
*B. Dhoray*  
Mr. Billy Dhoray