A. Application Procedure

1. Present the original and photocopy of the applicant's 2nd Quarter report card to the Registrar's Office, Window 1. Secure and fill out the application and testing payment slip.

2. Pay the application and testing fees of Php 700.00 (non-refundable) at the Cashier's Office, Window #10.

3. Present the application and testing fee receipt to Window #2 and claim the application form and other required forms.

4. Submit the fully accomplished Application Form together with the following documents on the date specified to the Registrar's Office, Window #2.

a. Original and photocopy of the applicant's:
   ✓ birth certificate PSA* copy (formerly NSO)
   ✓ latest report card with grades of at least 75 in all subjects, average of at least 78 and conduct mark of at least 85 or B+

b. Two pcs. recent colored 1" x 1" I.D. pictures with name tag

Please paste one picture on the Application Form. and the other picture on the testing permit.

c. Recommendation and certification of Enrollment (accomplished by the present school and placed in a sealed envelope)

d. If applicant is NOT a Filipino citizen, submit a photocopy of your son's:
   ✓ Alien Certificate of Registration (ACR) and
   ✓ Special Study Permit issued by the Bureau of Immigration

e. If applicant has dual citizenship, submit a photocopy of your son's Philippine Passport or Certificate of Recognition as a Filipino Citizen

f. signed Data Privacy Policy and Terms of Agreement (pages 5 & 6 only)

5. Wait for the testing permit and claim stub at the Registrar's Office, Window #2.

B. Testing Schedule

1. For Grade 2 Applicants

<table>
<thead>
<tr>
<th>Day 1: March 16 (Monday)</th>
<th>8:00 – 11:00 a.m.</th>
<th>Guidance Test 9:30-9:50 a.m. Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 2: March 17 (Tuesday)</td>
<td>8:00 - 9:00 a.m.</td>
<td>Math 9:00 - 9:30 a.m. Break 9:30 - 10:30 a.m. AP/Fil</td>
</tr>
<tr>
<td>Day 3: March 18 (Wednesday)</td>
<td>8:00 - 9:00 a.m.</td>
<td>Reading 9:00 - 9:30 a.m. Break 9:30 - 10:30 a.m. Language</td>
</tr>
</tbody>
</table>

2. For Grade 3 Applicants

<table>
<thead>
<tr>
<th>Day 1: March 17 (Tuesday)</th>
<th>8:00 – 11:00 a.m.</th>
<th>Guidance Test 9:30-9:50 a.m. Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 2: March 18 (Wednesday)</td>
<td>8:00 - 9:00 a.m.</td>
<td>Math 9:00 - 9:30 a.m. Break 9:30 - 10:30 a.m. Filipino</td>
</tr>
<tr>
<td>Day 3: March 19 (Thursday)</td>
<td>8:00 - 9:00 a.m.</td>
<td>Reading 9:00 - 9:30 a.m. Break 9:30 - 10:30 a.m. Language</td>
</tr>
</tbody>
</table>

3. For Grades 4 and 5 Applicants

<table>
<thead>
<tr>
<th>Day 1: March 17 (Tuesday)</th>
<th>8:00 – 10:15 a.m.</th>
<th>Guidance Test 10:15 – 10:40 a.m. Break 10:40 - 11:40 a.m. Filipino</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 2: March 18 (Wednesday)</td>
<td>8:00 - 9:00 a.m.</td>
<td>Math 9:00 - 9:20 a.m. Break</td>
</tr>
<tr>
<td>Grade 4</td>
<td>9:20 - 10:20 a.m. Reading 10:20 -11:20 a.m. Language</td>
<td></td>
</tr>
<tr>
<td>Grade 5</td>
<td>9:20 - 11:15 a.m. English</td>
<td></td>
</tr>
</tbody>
</table>

C. Testing Procedure

Day 1: For Grade 2 – March 16, 2020
For Grades 3 to 5 – March 17, 2020

1. Proceed to the designated waiting area at the Ateneo Grade School Cafeteria 30 minutes before the test. Line up according to your room assignment.

2. Present the testing permit to the assigned examiner.

Days 2 & 3:
For Grade 2 – March 17 & 18, 2020
For Grade 3 – March 18 & 19, 2020

Day 2: For Grades 4 & 5 - March 19, 2020

1. Proceed to the same assigned classroom where Day 1 tests were administered. (15 mins before the scheduled time)

2. Present the testing permit to the examiner.

Parents and/or adult companion may accompany the applicant up to the Cafeteria only.
D. Testing Materials
Applicants must bring their own writing materials.

- For Grades 2 to 4: sharpened pencils with erasers
- For Grade 5: blue or black ballpen

E. Snacks
Bring your own snacks. You will eat inside the classroom only.

F. Online Access of Decisions
Decision on your son’s application can be accessed at http://ateneo.edu/grade-admissions starting March 25, 2020. Refer to the “Notification for Parents” given to you on the last day of your son’s exam and follow the online access instructions. (Online results can be accessed until April 17, 2020 only)

G. Telephone Inquiries
Telephone inquiries will be accommodated from March 26, 2020 onwards by the Registrar’s Staff (Tel. No. 8426-6001 to 05 Local 7238 and 7239)

**IMPORTANT**
All qualified applicants will be on probationary status for school year 2020-2021.

They must obtain deportment marks not lower than B in all 4 quarters; and a passing mark of 75 in all subjects and a general average of not less than 78 at the end of the school year.

“Give me the child for the first few years and you can have him for the rest of his life.”

- St. Ignatius of Loyola, Founder of the Society of Jesus

Our projected enrollment for Grades 2 to 5 SY 2020-2021 will allow us to accept a certain number of applicants only. We suggest that you also consider other schools for your son.

Website: www.ateneo.edu/grade-school
Facebook: www.facebook.com/AteneodeManilaGradeSchool

Ateneo de Manila University
Grade School
Loyola Heights, Quezon City