



PUNTACANA[®]
INTERNATIONAL SCHOOL

Knowing the importance and the effort that families put into making the right decision regarding education of their children, we would like to thank you for being interested in the **Puntacana International School**, where our vision is to become recognized nationally and internationally for our multicultural bilingual education, socio-ecological work, entrepreneurial leadership and respect for diversity. Also for providing a high quality educational experience for our students and preparing them for the world of the 21th century.

You will find here the forms and other documents that the school requires, which have to be brought completed, to the school, in order to have an appointment for the evaluation (academic and physiological) of your children, as well as a family interview with our Counselor, where both parents and children should be present.

Please be informed that other documentation will be requested if the child fulfills and passes the evaluation, after receiving the **Letter of Acceptance** from us. This formally invites you to continue with the enrollment process. Please make arrangements in advance, and have all the documents ready when making the transfer to PCIS.

We would also like to remind you that a place at the school for your child is not officially secured until the following have taken place:

- 1) The **evaluation** has been completed.
- 2) The formal **Letter of Acceptance** has been sent and acknowledged.
- 3) All necessary **documentation** has been submitted to the school admissions office.

The following documentation must be submitted to schedule an appointment for the student's academic evaluation:

- Admission Application form
- Original Birth Certificate. Foreigners, translated into Spanish by a legal translator, legalized by their country (apostille), and Copy of Passport
- Copy of Parent(s) Identification (Passport, Country ID)
- 4 Photos (2" x 2")
- Copy of current report card
- Teacher Assessment Form completed by current teachers and/or guidance counselor and a recommendation letter
- Medical Information and Medical History forms (completed by the Parents).
- An official letter from previous educational institution attended stating that there are no pending financial invoices.

Please physically submit the documents as soon as possible. After all the documentation has been submitted, we will contact you to schedule an appointment for the student's academic evaluation.

La siguiente documentación debe presentarse junto al Formulario de Solicitud para llevar a cabo la evaluación:

- Formulario de Admisiones
- Acta de Nacimiento original. Extranjeros, traducida legalmente al español, certificada por el país de origen (apostilladas), y Copia del Pasaporte
- Copia Identificación del padre o tutor (Pasaporte, Cédula)
- 4 Fotografías (2" x 2")
- Copia de ultima notas/evaluación del año escolar que actualmente está cursando.
- Formulario de Evaluación del Profesor, completado por un profesor u orientador del colegio actual y una carta de recomendación
- Formulario de Información Médica e Historia Clínica (completado por los padres)
- Carta de Saldo de la Institución educativa de procedencia.

Se deben traer los documentos a la mayor brevedad posible. Una vez depositados, un representante del PCIS lo contactara para pautar la fecha del examen de admisión.

If you would like to make an appointment to visit our school for a meeting with one of our Coordinators, please contact:

Laura Patricia Romero
Students Services Coordinator
809.959.3382 Ext. 1430
llicairac@puntacana.com

