



BRENT INTERNATIONAL SCHOOL SUBIC

ADMISSIONS PACKET

ADMISSIONS PROCESS

1

Completely fill out the Application Form
Available in print and online

2

Submit completed Application Form and ALL required documents

Pay USD100 testing Fee

3

Test and Interview
Day 1: Test (1-3 hours, depending on grade applying for)
Interview with Admissions Director and Principal

4

Admissions Decision
Once accepted, you may submit the Slot Reservation Deposit within five (5) working days to ensure a space in class

DOCUMENTS CHECKLIST

- Completed Application and Health Form
- Certified copy of Academic Records for the past two (2) years
- Confidential Evaluation Forms
 - Teacher from current/recent school Forms
 - Principal or Guidance Counselor
- 2 pcs. 2x2 Photos
- Copy of Birth Certificate
- Copy of Applicant & Parent/Guardian's Passport
- Copy of Immunization Record

FOR FOREIGN APPLICANTS

- Copy of Applicant's latest Visa page
- Copy of Parent/Guardian's latest Visa page
- Copy of Alien/Immigrant Certificate of Residency (ACR or ICR)

ONLINE

Submit documents to:
jadelacruz@brentsubic.edu.ph
or
crivero@brentsubic.edu.ph

COURIER

Admissions Office
Brent International School Subic
Bldg. 6601 Binictican Drive,
Subic Bay Freeport Zone
2222 Philippines

WALK-IN

Please proceed to the
ADMISSIONS OFFICE

7:30AM - 4:30PM
Monday to Friday



BRENT INTERNATIONAL SCHOOL SUBIC

Bldg. 6601 Binictican Drive Subic Bay Freeport
Zambales Philippines 2222

Applicant Details

Full Legal Name	(Last Name)	(First)	(Middle)
Date of Birth (mm-dd-year)		Gender	Male Female
Country of Birth		Nationality	
Grade Applying to		Entry Date	
Reason for Applying to BISS			
How long does the applicant intend to study in BISS?			
Is this the first time for the applicant to join BISS ? If not, when was the last application done?			
Has the applicant attended BISS before? If so, what year?			
Does the applicant have a sibling currently studying or had graduated from BISS? If so, please provide the name&grade level.			

Contact Information

Email Address			
Home Phone		Mobile Phone	
Home Address in the Phil. (for correspondence)			
Home Address Abroad			
Father's Name		Occupation & Company	
Father's Contact Number		Email Address	
Mother's Name		Occupation & Company	
Mother's Contact Number		Email Address	
Who will the applicant be living with when he/she joins BISS?			
Who will be responsible for school-related decisions?			
GUARDIAN name (appointed by parents,if applicable)			
Address			
Phone number		Email	

Immigration Details - For Dual Citizens & Foreign Nationals Only

Nationality		Passport Number		Expiry Date	
Nationality		Passport Number		Expiry Date	
Current Visa Type		Expiry Date			

All accepted students with dual citizenship and foreign nationality will be **REQUIRED** to accomplish the Foreign Student Information Sheet upon acceptance.

Language Details

Language Spoken At Home	
Language Used by Applicant	

Scholastic Details

Applicant's current school			
School Address			
Head of School/Registrar Name		Email Address	
Did the applicant pass all subjects at former school? If not, please provide details.			
Has the applicant ever received disciplinary action from a former school? If so, please provide details.			
School History (Please include details of all school attended including pre-schools)			
Country	School	Grade/Month/Year FROM / TO	Language of Instruction
What courses/subject area does the applicant enjoy?			
What courses/subject area does the applicant find challenging?			
Has the applicant ever benefited from additional support/ small group support in school? (Gifted/Special/ESL/ Remedial programs)			
Does the applicant have any form of learning difficulty?			
Has the applicant ever been assessed for learning needs by an educational/clinical psychologist or occupational/ speech therapist?			

If an organization/company will pay for the school fees, please submit a Letter of Guarantee.

Organization Name			
Address			
Contact Person		Phone Number	
Email		Fax	

Permission for Drug Testing

We believe healthy educational environment is a drug-free environment. Our philosophy at BISS centers on prevention and education with regards to the use of all dangerous drugs, tobacco, and alcohol. Further, we believe the majority of our students choose not to use these substances, and we want to reinforce those positive decisions whenever and wherever possible.

We also recognize, however, that teen peer pressure can be profound. We therefore strongly believe in an education and detection system that enables our young people to stay drug free throughout their years at Brent and beyond. To assist our students with their decisions and to enable them to make positive choices where drugs are concerned, we will conduct random urinalysis of our students from time to time. We ask your cooperation as a parent in consenting to these tests when we deem them necessary and when your child is selected. Parents will be notified of the results of all urinalysis testing.

Our intention for students who test positive is that drug treatment/ intervention be provided. Subsequent positive tests after rehabilitation, however, may be grounds for dismissal of that student from Brent. Refusal to sign this permission document by the parent may also constitute grounds for dismissal of the student from Brent International School Subic as per policy manual.

I give Brent International School Subic permission to conduct drug tests (urinalysis) as they deem necessary.

Parent/Guardian Name and Signature

Student Name and Signature

Date

Agreement

Please read the Parent-School agreement carefully.

The parent signature below constitutes agreement with the following:

- **Information:** The student's parent/s have provided information without omissions or falsification and provided all supporting documents to complete the application. In the event that an information has been deliberately falsified, BISS reserves the right to withdraw an enrolled student at anytime. All documents and forms submitted to BISS in accomplishment of the application process becomes property of BISS and will be kept as a permanent record of the applicant.
- **Special Needs:** Parents must disclose relevant information regarding the applicant's special needs / medical history. BISS reserves the right to accept students whom it can provide service to. Thus, the school will not be able to accommodate ALL students with special needs.
- **Guardianship:** It is highly recommended that at least one parent must legally reside and live with the student in the Philippines; guardianship arrangements are subject for approval by the school.
- **Safety and Liability:** The student's parents understand that students, when at school on property, when taking or boarding the Brent school bus top and from their homes or on organised field trips, are supervised by staff members or other responsible adults who will exercise all reasonable caution. However the parents agree that the school and its members cannot accept any liability for accidents or incidents that may occur either at school or en route to and from school during the student's participation in Brent school field trips or bus service.
- **Policies and Procedures:** The student and parents will abide by the school's policies and procedures.
- **Visa:** The student and parents are responsible for obtaining a student visa and resident permit or Brent Special visa (RA 47A2) as well as any other legally required permit.
- **School Marketing:** The student's parents grants permission to use the student's photos in print or digital promotions for the school as well as on its website.
- **Religious Services:** The student's parents understand that Brent is an Episcopalian school and that, while the school does not impose religious conversion, all students are required to attend services and religious studies classes.

Parent Name and Signature

Guardian Name and Signature

Application Date

**LOWER SCHOOL PARENT QUESTIONNAIRE**

Full Legal Name of Student	(Last Name)	(First)	(Middle)
Date of Birth (mm-dd-year)		Gender	Male Female
Country of Birth		Nationality	
No. of Siblings		Religious Practice	
I. PERSONALITY			
1. List 5 words that describe your child's personality			
2. What are your child's interests, hobbies and activities?			
II. FAMILY INFORMATION			
1. Who is responsible in helping your child with homework?			
2. Who are the people responsible for establishing rules and consequences for your child?			
3. What form of discipline do you use at home and how does your child respond to discipline?			
4. Is there any information about your family that will be useful in our work with your child?			
5. Describe a typical weekend for your child.			
IV. HEALTH			
1. Does your child have any allergies? What medication is given to him/her?			
2. Does your child have any medical conditions that the school needs to be aware of?			
V. OTHER INFORMATION			
Does your child require any special assistance while at school? (assistive learning, gross/motor skills)			

<p>Is there anything else you would like to share about your child?</p>	
<p>What are your expectations for your child this school year at BISS? (Academically, Socially, Emotionally)</p>	

IV. SIGNATURE

_____ I have provided information without omissions or falsification to complete the application. In the event that it is revealed that the information was deliberately falsified or omitted, BISS reserves the right of withdraw at anytime the enrolled student.

Parent Name and Signature:

Guardian Name and Signature :

Date of Application :

HEALTH FORM



Please print neatly.

Student's Name: _____
Last First Middle

Preferred name: _____ Gender: _____
Male / Female

Home phone: _____ Cell phone: _____

Home Address: _____

Date of Birth: _____ Nationality: _____
Month Day Year

Father's Name: _____ Religion: _____

Mother's Name: _____ Resides with: _____
Optional

Alternate person(s) to contact in case of emergency:

Names(s)	Relationship to Student	Phone numbers
_____	_____	_____
_____	_____	_____

HEALTH HISTORY

Does your child have any allergies (to medication, food or others) that you are aware of?

Yes No Please specify known allergies _____

Does your child have any illness or disability that the school may need to be aware of?

Yes No If so, please state _____

Does your child receive any medication or other medical treatment either regularly or occasionally?

Yes No If so, please indicate _____

Has your child ever been hospitalized for any reason?

Yes No If so, for what reason? _____

If you know your child's blood type, please indicate?

_____ Rh group _____
(A, B, AB, O) + or -

ADDITIONAL INFORMATION

Do you have a family doctor?

Yes

No

Doctor's Name _____ Phone _____

Hospital Name & Address _____

AUTHORIZATION

I give consent for my child to receive the following:

- | | YES | NO |
|--|-----------------------|-----------------------|
| 1. Minor first aid by nurse at the school clinic (medication & treatment) | <input type="radio"/> | <input type="radio"/> |
| 2. Emergency care at the school clinic | <input type="radio"/> | <input type="radio"/> |
| 3. Transportation to a hospital of the school's choosing, in severe or emergency cases | <input type="radio"/> | <input type="radio"/> |

NOTE: If you checked "NO" to numbers 1, 2, and 3, the clinic will not provide any health care for the student, until alternate emergency care instructions (from parents or official guardian) are on file with the Clinic.

Please note: Brent International School NURSES will provide care for any minor medical problem/s which may occur during the school day.

- In the event that my child requires emergency medical care and I cannot be reached, I give permission to Brent School authorities to act on my behalf. I also authorize them to sign any necessary release forms required by the hospital.

Name of Parent / Official guardian (Please print)

Signature

Date

OTHER REQUIREMENTS

- Please attach a photocopy of your child's immunization record.

Date Submitted _____.

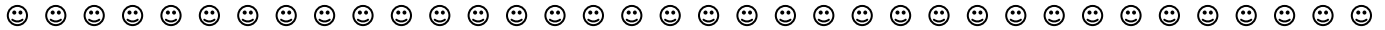
- If your doctor makes any recommendations or restrictions during the school year regarding your child's health, please submit the recommendation or certificate to the school as soon as possible. Otherwise, your child will be considered "PHYSICALLY FIT" and able to participate in Physical Education (P.E.) activities required by the curriculum and in other activities that may be part of the school program.



Brent

Confidential Teacher Evaluation Form Grades 2-12

International School Subic



To the Applicant: Please give this form to your teacher, preferably the homeroom adviser at your current school. Provide him/her with stamped envelope addressed to which you are applying.

Applicant's Name _____

Current grade _____

Applying to grade _____

To the Teacher: We appreciate your cooperation in completing this confidential evaluation form. Information about this student will be valuable in assisting us to evaluate his / her application for admission to our school.

Please check here if you wish to discuss this applicant by phone

Name and Signature of person completing this form _____

What subject areas do you teach this student? _____

School Name _____

School Address / Country _____

Phone _____

Email _____

How long have you known this student? _____ Date _____

What are the first few words that come to mind to describe this student?

Character and Personality Traits:

Please check appropriate boxes.

Conduct	<input type="checkbox"/> outstanding in every respect	<input type="checkbox"/> usually good behavior	<input type="checkbox"/> occasional misconduct	<input type="checkbox"/> frequent disruption
Leadership	<input type="checkbox"/> much	<input type="checkbox"/> some	<input type="checkbox"/> little	
Emotional maturity / stability	<input type="checkbox"/> very mature	<input type="checkbox"/> average	<input type="checkbox"/> somewhat immature	<input type="checkbox"/> very immature
Social relationship with peers	<input type="checkbox"/> healthy cooperative relationships	<input type="checkbox"/> occasional minor problems	<input type="checkbox"/> relates poorly	
Self-confidence	<input type="checkbox"/> healthy self image	<input type="checkbox"/> needs some support	<input type="checkbox"/> seems overly confident	<input type="checkbox"/> needs much reassurance
Integrity	<input type="checkbox"/> trustworthy	<input type="checkbox"/> usually trustworthy	<input type="checkbox"/> some reservations	<input type="checkbox"/> untrustworthy
Sense of humor	<input type="checkbox"/> highly developed	<input type="checkbox"/> appropriate	<input type="checkbox"/> poorly developed	
Interaction with teachers / adults	<input type="checkbox"/> is comfortable	<input type="checkbox"/> is dependent	<input type="checkbox"/> avoids contact	
Participation in life of the school	<input type="checkbox"/> outstanding	<input type="checkbox"/> contributor	<input type="checkbox"/> minor participation	

Comments:

Academic Traits

	Excellent	Good	Fair	Poor
Academic potential				
Academic achievement				
Self-motivation				
Effort / initiative				
Study habits / organization of time and work				
Intellectual curiosity				
Attention span				
Commitment to homework				
Ability to follow directions				
Ability to work independently				
Ability to work in a group				
Ability to express ideas orally				
Ability to express ideas in writing				
Attendance				

Comments:

Does student have any outstanding abilities or deficiencies not covered by above categories? Yes* None

Are you aware of any independent evaluations for physical, emotional or academic reasons regarding the student?

Yes* No Don't Know

Have you observed any signs of learning disabilities? Yes* No Don't Know

Does student receive any special accommodations? Yes* No Don't Know

*If yes, please explain (continue on a separate sheet if needed):

Please circle the words which you feel describe the applicant:

- | | | | | | |
|------------|--------------------|-----------|-----------------|-------------------|------------------|
| aggressive | confident | follower | irritable | over-protected | self-centered |
| anxious | conscientious | happy | manipulative | passive-resistant | self-disciplined |
| articulate | disobedient | helpful | motivated | perfectionist | shy |
| assertive | easily discouraged | honest | negative leader | positive leader | social |
| cheerful | influential | organized | responsible | vivacious | well-liked |

How strongly do you recommend this student?

Enthusiastically Strongly Fairly Strongly Without Enthusiasm Not Recommended

Parent involvement: Much Usually Rarely Not Involved Don't Know

Parent cooperation: Very Cooperative Usually Cooperative Not Cooperative

Thank you for your assistance. Please return the completed form to the student in a sealed envelope, or mail directly at the intended school of enrollment:

Brent International School Subic Attn: **Admissions Office**

Subic Campus: Bldg. 6601 Binictican Drive, Subic Bay Freeport Zone, Zambales 2222 Philippines
+ 63 47 252-6871 to 73 admissions@brentsubic.edu.ph



Brent

International School Subic

Confidential Recommendation Principal or Guidance Counselor Grades 2 - 12

To the Applicant: Please give this form to your principal or guidance counselor at your current school. Provide him/her with stamped envelopes addressed to Brent international School Subic.

Applicant's Name _____

Current grade _____

Applying to grade _____

To the Principal or Guidance Counselor: Information about this student will be valuable in assisting us to evaluate his / her application for admission to our school. Your evaluation and comments will be kept confidential.

Please check here if you wish to discuss this applicant by phone

Name and Signature of person completing this form _____

Position / Title _____

School Name _____

School Address / Country _____

Phone _____

How long have you known this student? _____

Email _____

Date _____

Overall average academic rating of the applicant (letter grade & percentage)

Please indicate his / her rank in class: Top 10% Top 25% Middle 50% Lower 25%

Number of students in this class:

Your school's minimum passing grade: 50 60 65 70 75 Other _____

Please comment briefly on any strengths: _____

Is this student passing all subjects at the time of withdrawal? yes no

If not, which subject(s) is the student failing? _____

Has this student received disciplinary action in your school? Detention Suspension

If yes, reason for disciplinary action: _____

Are you aware of any limitations (academic, emotional, or physical) regarding the student?

Yes* No Don't Know

Have you observed any signs of learning disabilities? Yes* No Don't Know

Does student receive any special accommodations? Yes* No Don't Know

*If yes, please explain (continue on a separate sheet if needed): _____

Please rate the applicant by marking the appropriate boxes.

No basis for Judgement		Below Average	Average	Good	Very Good	Outstanding
<input type="checkbox"/>	Academic Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Actual Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Conduct / Deportment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English Language Proficiency						
<input type="checkbox"/>	Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation in School Activities						
<input type="checkbox"/>	Clubs and Sports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Student Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Service to School / Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Attendance		10 or more	7 to 9	4 to 6	1 to 3	none
<input type="checkbox"/>	Tardies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Absences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please circle the words which you feel describe the applicant:

- | | | | | | |
|------------|--------------------|-----------|-----------------|-------------------|------------------|
| aggressive | confident | follower | irritable | over-protected | self-centered |
| anxious | conscientious | happy | manipulative | passive-resistant | self-disciplined |
| articulate | disobedient | helpful | motivated | perfectionist | shy |
| assertive | easily discouraged | honest | negative leader | positive leader | social |
| cheerful | influential | organized | responsible | vivacious | well-liked |

We would appreciate comments and observations concerning this student. Please feel free to use additional paper.

How strongly do you recommend this applicant?

	Enthusiastically	Strongly	Fairly Strongly	Without Enthusiasm	Not Recommended
As a student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parent involvement: Much Usually Rarely Not Involved Don't Know

Parent cooperation: Very Cooperative Usually Cooperative Not Cooperative

Thank you for your assistance. Please return the completed form to the student in a sealed envelope, or mail directly to:

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