



## **School Entry- Septembre 2017: Registration Conditions**

Before entering an online pre-registration file on this site, please take time to read the following conditions related to the pre-registration and to registration.

### **1. REGISTRATION: PRIMARY AND SECONDARY SCHOOL**

**Important notice:** After completing the compulsory on line pre-registration procedure, families must directly drop a complete paper file at the school registration office.

#### **Admission requirement in nursery school**

>to be admitted at the **TPS** (Very low level), children must be 2 years old the very day of the school entry. He must also be physically visibly clean, since the wearing of nappies is not accepted. This school entry of September 2017 concerns children born before **1<sup>st</sup> September 2015**.

> to be admitted at the **PS** (Low level), **MS** (Medium level) and **GS** (Higher Level), pupils must be respectively **3 , 4 , 5 years old** by **31<sup>st</sup> December 2017-** and also supposed to be visibly clean as above mentioned.

#### **Admission : Primary (from CP to CM2) and Secondary school:**

**Case n°1 :** The admission decision in our school **must conform to the final decision taken by the last Staff meeting/Class Council** from the pupil's former school if he had attended school in **2016-2017:**

- o in a government school in France (or CNED) or in a private french school system Institution.
- o in a School outside of France, which is necessarily officially approved\* (in so far as the study level requested for the applicant/pupil is concerned).

**(\*) Note:** *A lot of foreign schools are approved only up to a certain level.*

**Case n°2 :** The admission decision for pupils who have attended a non-authorized school in **2016-2017, will be confirmed, only after the applicant has successfully taken a WRITTEN TEST, organized by our school, (especially from CE1 to CM2) – what TEST will take into account the fact that our institution**

To passing a written evaluation test of level (du CE1 au CM2), because the Lycée International Jean-Mermoz has been receiving a great number of non francophone pupils for 2 years now.

- The first **ENTRY TEST** will take place on : **Saturday 08<sup>th</sup> April 2017.**
- **Test fees: FCFA 20.000, to be payed in our bank account at BICICI, only when the applicant's file has been selected for the Entry Test.**

**NOTE:** The admission result will depend on the number of places available.

### **2. TUITION AND ADDITIONAL FEES**

The financial regulation terms of the academic year 2017-2018 is available on the school website and in our school offices.

**The Management Office**

## **School Entry - September 2017: Registration Procedure**

### **Step 1 : Pre-registration on line (possible assistance at the school registration office).**

- On the school website :[www.lijmermoz.org](http://www.lijmermoz.org), click on « **préinscription en ligne** »
- Read carefully the pre-registration conditions and accept (*by clicking on the little empty square and the floppy disk icon at the bottom of the page*).
- Fill on each page (one after the other) and progressively save the information you have provided. (*by clicking on the floppy disk icon at the bottom of the page*).
- Validate the pre-registration (by shifting the grey square in the frame « **cible** »)
- Print the PDF document and sign it.
- Attach to that (printed and signed) PDF sheet, all the necessary/required documents and meet our registration agents in the office. (ref. Step 2).

### **Step 2 : Dropping the file at the Registration Office.**

- The PDF sheet duly signed (by both parents).
- A copy of the pupil's current year *end-of-term reports* or *skills record* or *evaluation report* (for the primary school).
- 3 identical passport pictures of the pupil.
- A copy of the family record book or an original birth certificate of the pupil.
- Students of **Tle.** (Grade 12<sup>th</sup>), are required to show the evidence of their registration for the Anticipated High School Diploma Exam (“**Epreuves Anticipées du Baccalauréat**”).
- For final year examination study levels : **3<sup>eme</sup>**, **1<sup>ere</sup>** and **Tle.**(9<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> Grades), a copy of the pupil's ID card (which is valid till at least 31<sup>st</sup> July, 2018).
- A copy of the father or mother's passport or ID, which is still presently valid (or that of the legal guardian : a compulsory legal authorization is required).
- The written evidence of parental authority (for separated or divorced parents, as well as for the legal guardian).
- \*The financial terms, read and approved (only the last page is required to complete the student's file).
- \*The school rules, read and approved (only the last page is required to complete the student's file).
- \*The confidential medical report ,with a copy of the vaccinations book (in a sealed envelope)
- \*The emergency medical form/document of the student.
- (\*) Documents to be downloaded on the school website: [www.lijmermoz.org](http://www.lijmermoz.org) – a document to be FILLED IN **LEGIBLY**

**Only completed files will be accepted.**

**You will be responded by telephone / by mail within a period of 3 days (72h).**

### **Step 3 : Payment and additional documents.**

#### **Once the applicant's file has been selected, parents will have:**

1. To send by e-mail, the pay-in slip at the school Accounting Service (as an evidence of payment) at this address: [comptabilite@lijmermoz.org](mailto:comptabilite@lijmermoz.org)).
2. To bring the following compulsory additional documents at the school Registration Office
  - **The Certificate delivered by the school Principal/Headmaster to confirm that you are definitely leaving your original school : “Certificat de radiation”-(exeat).**  
(this document is required, as soon as the registration is confirmed by that first downpayment);
  - **A copy of the last staff meeting/class council's final decision of orientation** (from the student's original school - at the latest 30<sup>th</sup> June, 2017).
  - **A phone number (in use in Côte-d'Ivoire).**

**WORKING HOURS :** The Registration Office is opened and available everyday :

**From Monday to Friday from 07:30 am to 2:00 pm.**

**Note: The effective presence of at least one parent is strongly recommended, when coming in to get a student registered.**

**The registration Office.**