



ADMISSIONS

CIS welcomes students from all over the world and accepts students based on their academic skills and social readiness. Applications for admission to the Canadian International School of Phnom Penh are accepted throughout the academic year.

Step 1 - Application

The following documents are required to be completed in full before an application can be processed.

REQUIRED DOCUMENTS:

1. Completed and signed **'Application Form' & 'Parent Agreement'**
2. Completed and signed **'Health Questionnaire'**
3. Application fee
4. Copy of student's passport
5. Copy of student's birth certificate
6. Copy of parents' passports
7. Three passport-sized photographs of students **AND** parents for ID cards
8. Original report cards (translated in English) for students who have attended school previously
9. Proof of Immunization - must be copied and attached
10. Recommendation for Admission document

IMPORTANT NOTE

Admission files cannot be processed, nor can students be placed on waiting lists, until all of the above materials have been submitted to the admissions officer. Should any information prove to be false, CIS may terminate the application.

Step 2 - Student Interview & Assessment

Upon the completion of the application and the payment of the application fee, an appointment will be made for an admissions test to determine student placement.

Step 3 - Acceptance

Parents will be notified of acceptance or rejection after the completion of Steps 1 & 2.

APPLICATION FORM

Personal Information: Student

Legal Name _____
Family Name _____ First Name _____ Middle Name (if applicable) _____

Preferred Name _____ Male **Date Of Birth Day/Month/Year** _____ **Current Age** _____
 Female

Nationality (Nationalities) _____ **Passport Number** _____ **Country of Issue** _____ **Expiration Date** _____

Current Address _____

Address in Phnom Penh _____

Requested Entry Date: Month/Year _____ to Month/Year _____ Immediate Other _____

Current Curriculum/Academic Program: Canadian American British IB Other _____

Last Grade Completed: _____ When did the school year end? _____

Current Grade: _____ Grade Applying For: _____

Is your child a returning CIS Student? Yes No If 'Yes' in what grades and years did he/she attend CIS _____

Who will pay the school fee? Father's Employer Mother's Employer Parent(s) Other _____

How did you hear about CIS? Friend Family Member Advertisement Social Media Other _____

Name of family member or friend who referred you: _____

What is your anticipated length of stay in Phnom Penh? _____

Personal Information: Parent(s)

Father's Name _____

Mother's Name _____

Nationality(ies) _____

Nationality(ies) _____

Passport Number _____ Country of Issue _____ Expiration Date _____

Passport Number _____ Country of Issue _____ Expiration Date _____

Employer _____

Employer _____

Position _____

Position _____

Business Address _____

Business Address _____

Business Telephone Number _____ Business Email _____

Business Telephone Number _____ Business Email _____

Mobile Number _____

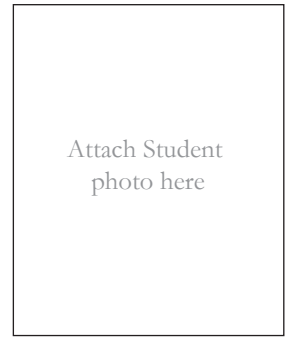
Mobile Number _____

Address in Phnom Penh _____

Address in Phnom Penh _____

Email _____

Email _____



Language History: Student And Family

1. Student's Primary Language: _____ Other Language(s) Spoken: _____
2. Father's Primary Language: _____ Other Language(s) Spoken: _____
3. Mother's Primary Language: _____ Other Language(s) Spoken: _____
4. Language(s) Spoken at Home: _____
5. Is your child currently enrolled in an English-language support program at school? Yes No
6. Has your child ever been enrolled in an English-language support program at school? Yes No

Additional Information: Student

Please check either 'Yes' or 'No' to the following questions. Your answer to these questions will not necessarily affect your child's admissibility, but may help us choose the best placement for your child.

1. Attached Report Card(s). Yes No
2. Has your child ever skipped a grade level? If 'Yes', please indicate grade(s) _____ Yes No
3. Has your child ever been in a Gifted Program? If 'Yes', please indicate grade(s) _____ Yes No
4. Has your child ever been retained (repeated a grade)? If 'Yes', please indicate grade(s) _____ Yes No
5. Does your child have any specific learning difficulties? Yes No
If 'Yes', please provide details and supporting documents: _____

6. Have previous schools ever made you aware of any learning and/or behaviour difficulties? Yes No
7. Do you have any special medical emergency directions? Please provide specific information/phone numbers

Primary Contact: _____ Doctor's Name: _____
Secondary Contact: _____ Clinic Preferred: _____

Student Academic Profile (please list all schools attended, from most recent)

School Name	City/Country	Dates Attended (from/to)	Grade Level	Language of Instruction	Curriculum

Personal Information: Other Children In The Family

Name	Date of Birth (dd/mm/yy)	Current School	Grade Level	Applying to CIS? (Yes/No)

Legal Residence In Phnom Penh

Will at least one parent be a legal resident in Phnom Penh? Yes No

If Yes, please provide the I.D number(s) or valid visa numbers for each resident parent or guardian (if available):

Father: _____ Valid Until: _____

Mother: _____ Valid Until: _____

Guardian: _____ Valid Until: _____

Special Note

The undersigned Parents/Guardian(s) of the Student hereby declare(s) that all the information provided in this application and to the physician conducting the physical examination of the child, relating to the child’s health and immunization history are accurate, current, truthful and complete to the best of my/our knowledge. I/we understand that incomplete or inaccurate information may lead to my/our child not being accepted or terminated as a student at CIS.

The school may terminate enrolment at the school if it determines that a child becomes a danger to himself/others or that the school cannot support his/her learning.

Signature(s) of the Parent(s)/Guardian(s):

Parent/Guardian Name
(please print)

Parent/Guardian Signature

Date: (dd/mm/yyyy)

Parent/Guardian Name
(please print)

Parent/Guardian Signature

Date: (dd/mm/yyyy)



HEALTH QUESTIONNAIRE

Student's Personal Information (To be completed by the parents)

Family/Last Name: _____ Given Name(s): _____

Gender: Male Female

Date of Birth (dd/mm/yy): _____ Age _____ Religion(if any): _____

Place of Birth: _____ Nationality: _____ First Language: _____

Emergency Instructions: _____

Student's Medical History (To be completed by the parents)

1. Please describe any medical condition(s) or health history of your child that CIS should be aware of, i.e. epilepsy, diabetes, asthma, allergies: _____

2. Does your child take any form of medication (oral or injected) on a regular basis for any of the above? Yes No
If 'Yes', please provide full details: _____

The school will not administer any medication without the express consent of a parent. If you wish to have medication administered to your child at school, arrangements must be made in advance and a signed note from the parent and the doctor must be provided.

3. Does your child have any vision problems? Yes No
If 'Yes', please describe: _____

4. When was your child's vision last checked (dd/mm/yy)? _____

5. Does your child have any hearing issues? Yes No
If 'Yes', please describe: _____

6. Are there any special food allergies or special food considerations? Yes No
If 'Yes', please describe: _____

Parent/Guardian Name & Signature

Date



MEDICATION ADMINISTRATION FORM

(for students who require medication during school hours)

School (please circle one): CIS / EFI

Student's Name

Family Name

First Name

Middle Name (if applicable)

Preferred Name (nickname)

Grade/Class

Date of Birth (Day/Month/Year)

Name of Medication: _____

Reason for Medication: _____

Dosage (how much medication to be given): _____

What time(s) for medication to be given: _____

Special Instructions: _____

Other Important Information: _____

Parent/Guardian Name & Signature

Date



PARENT AGREEMENT

- The parent(s) and student(s) will abide by the school's established policies and procedures.
- The parent(s) should arrange comprehensive medical and accident insurance for their child.
- The parent(s) grants permission to CIS to obtain emergency medical treatment for the student in the event that the parent cannot be contacted and will reimburse the school for the cost of any treatment if there is no accident coverage.
- The parent(s) understands that individual academic or diagnostic testing may be requested as necessary to foster the student's academic progress. Parents will be asked to complete the testing at their own cost.
- The parent(s) understands that classes may take field trips to take advantage of cultural and environmental resources in Cambodia as part of a rich educational program. Staff members and other responsible adults will accompany them to supervise the activity and will exercise all reasonable caution to maintain the safety of the students. However, the parent(s) agrees that the school cannot accept liability for accidents, either on route or at the activity of the outing itself. Parents will be notified in advance of any such activities and will be asked to sign a permission form.
- The parent(s) understands that school recess activities occur in their child's academic studies on the school premises. Staff members and other responsible adults will exercise all reasonable caution and supervision while on the school campus. However, the parent(s) agree that the school cannot accept liability for accidents during the activity itself, on the school grounds.
- The parent(s) gives the school permission to use the student's picture in print, or in digital promotion for the school. No names will be released.
- The parent(s) acknowledges that a 45% refund on **tuition only** may be obtained if the school receives written notice before September 30th of the school year that the child will be leaving the school. No refund is available beyond that date.
- The parent(s) understands that verbal and written communication with the school and teachers will be in English.
- Parents must pick up students on time. Charges of \$15 per hour will be enforced after 3 reminders.
- All invoices must be paid on time. Parents will be sent reminders.
- A fee of \$25 per week may be levied for overdue payment. Accounts in arrears may result in in withdrawal of your children.

Please Note: Incomplete or inaccurate information may prevent the student's enrolment in the school.

I certify that all information provided to CIS is accurate and agree to comply with all of the above.

Parent/Guardian Name & Signature

Date



RECOMMENDATION FOR ADMISSION

This form is confidential and should be completed by the student's current or previous homeroom teacher. Please email directly to: admissions@cisp.edu.kh once completed.

Information: Student

Preferred Name: _____

Last Name: _____

First Name: _____

Current Grade: _____ Current School: _____

Language of Instruction: _____

Information: Homeroom Teacher

Please fill out the following personal information and the questionnaire regarding the student.

First Name: _____ Last Name: _____

Position: _____ School's Phone Number: _____

Email: _____

1. How long has the student attended their current school? _____

2. Is the student meeting outcomes at grade level? Yes No

If 'No', please provide further information: _____

3. What are the student's strengths? _____

4. Are there any social or emotional areas that this student might find difficult or challenging? Yes No

If 'Yes', please provide more details: _____

5. Have the parents been supportive with the child's learning and cooperative with teachers and staff? Yes No

Please provide more details: _____

6. Please provide any additional comments or concerns you may have about this student (all comments are kept confidential): _____

Signature: _____

Date: _____



ADMISSION AGES & GRADES

GRADE	AGE (Before December 31st)
Nursery	18 months to 2 years
Prekindergarten	3 years old
Junior Kindergarten (JK)	4 years old
Senior Kindergarten (SK)	5 years old
Grade 1	6 years old
Grade 2	7 years old
Grade 3	8 years old
Grade 4	9 years old
Grade 5	10 years old
Grade 6	11 years old
Grade 7	12 years old
Grade 8	13 years old
Grade 9	14 years old