

## Tsuen Wan Chiu Chow Public School

### Registration Guidelines for New Students for the 2024/2025 Academic Year

1. Parents or guardians are required to complete the enrollment registration procedures at the school within the following timeslots.

Date of registration	Time of registration
11 June 2024 (Tuesday) to 13 June 2024 (Thursday)	9:00 a.m. to 12:00 noon  2:00 a.m. to 4:00 p.m.

\* Parents who cannot register their child with the school within the specified period and time should contact the school directly (2490 5410) for alternative arrangements in advance; failing that, they would be deemed to have given up the school place allocated.

**2. Document verification:** Original copy of Hong Kong birth certificate or travel permit.

**3. Submission of documents:**

1. Primary One Registration Form
2. Student's birth certificate or declaration letter, and a **copy** of travel permit
3. One passport-sized photo (4cm x 5cm)

**4. Immediate submission of forms:** P.1 new student registration form and contact information (phone and address).

**5. Note:**

Parents, guardians, or authorized representatives must personally bring the required documents to the school for registration procedures (the child does not need to be present). If someone else is delegated to handle the registration, an authorization letter must be provided.