



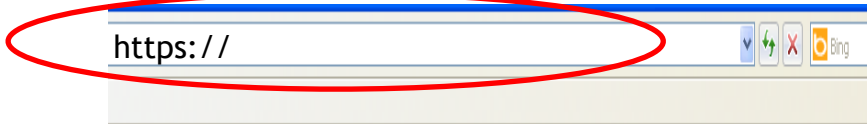
Online Application User Guide

Enrollment Period

Please follow the steps below to use the online application in the online registration system.

STEP 1 – WEBSITE

1. Using your web browser, go to - <https://registrar.parefsouthdale.edu.ph/>

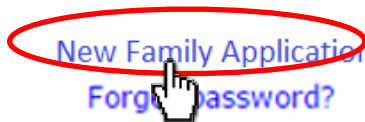


2. Click on the **"New Family Application"** link to encode your family information

Log In Page

Username:

Password:



STEP 2 – FAMILY INFORMATION FORM

1. Fill up the **Family Information Form** and click on the **"Save"** button. Please ensure **completeness and accuracy** of your family information. The school will be using these in disseminating important and urgent school announcements.

Family Information
Required fields are indicated with an asterisk (*)

FATHER'S PERSONAL INFORMATION

Last Name: * First Name: * Middle Name: * Suffix: Nickname: *
Occupation: * Position/Official Designation: *
Company: * Tel. No.: * Fax No.: *
Nature of Business: * Mobile No.: * Email: *
Company Address: *
Birthday: * mm/dd/yyyy Citizenship: * Religion: *

Interests/Hobbies:

Schools Attended

High School:
College:
Post Graduate:
Professional Affiliations:

Degree Attained

Name of Organization: Position Held:

MOTHER'S PERSONAL INFORMATION

Last Name: * First Name: * Middle Name: * Nickname: *
Occupation: * Position/Official Designation: *
Company: * Tel. No.: * Fax No.: *
Nature of Business: * Mobile No.: * Email: *
Company Address: *
Birthday: * mm/dd/yyyy Citizenship: * Religion: *

Interests/Hobbies:

Schools Attended

High School:
College:
Post Graduate:
Professional Affiliations:

Degree Attained

Name of Organization: Position Held:

OTHER INFORMATION

Address:

Zip/Postal: * Village/Barangay: * City: * Province: * Zip: *
Tel. No.: *
Where to mail school communication: *
Marriage: * Date of Marriage: * mm/dd/yyyy (YYYY-MM-DD)
State where Church: *
Do all members of the family live together? * (Yes/No)
Does the job of father or mother necessitate either parent being away from home for longer than one week per month? * (Yes/No)
If yes, state details: *
Have you attended the Eucharist course? * (Yes/No)
If yes, give date/course attended: *
Date of last visit comes to know about Statement: *
What made you apply your child for admission in Southeast? Emotional and Character Formation Academic Reputation of the School Proximity to present residence Inappropriate to other schools

REMINDER: To complete the application all required fields should not be blank.

STEP 3 – CHECK EMAIL

1. Check your email for the **username and password**. If the mail does not appear in your inbox, please check your **spam** folder and mark it as not spam.


STEP 4 – LOGIN

1. Enter your **username and password** in the text fields and click on the **"Log in"** button below the text fields.

Log In Page

Username:

Password:



STEP 5 – ADD STUDENT

1. Click on the **"Add Student"** link and fill up the forms.



2. Click on the **"Submit"** button once you are finished.

Student Information

School Year of Entry : 2016-2017
ID. No. : 20161235

Student Name :

Last Name First Name Middle Name Middle Initial Suffix Nickname

Date of Birth : Place of Birth :

Citizenship : Religion :

Remarks :


Bus Rider : Yes No
Handedness : Left Right

Guardian :

Name Designation Address

Company Office No. Mobile No. Tel. No.

Level :



NOTE: Your child's name will only appear in the home page once your application is approved by the registrar.

STEP 6 – LOGOUT.