



## **CPSA Guidelines on Registration of Returning Students**

*Registration of Qualified Returning Students would be undertaken online,  
from Monday April 14<sup>th</sup>, 2025, until Wednesday April 30<sup>th</sup>, 2025*

### **Registration Package**

The following documents constitutes the Registration Package.

- 1) CPSA Registration Policy
- 2) CPSA Promotion Policy
- 3) CPSA Financial Assistance
- 4) CPSA Health Record Requirements
- 5) CPSA Tuition Fee Schedule
- 6) CPSA Registration & Resource Fee Schedule
- 7) Registration Cover Letter

The Registration Package will be emailed to parents of the returning students by March 10<sup>th</sup>, 2025 to help register their children on a timely basis.

### **Registration of Returning Students (Grade 6 - 11)**

The cumulative GPA for the first three quarters of the current academic year provides the basis for the registration process in April 2025 for the 2025-2026 academic year, as explained below.

- 1) The returning students with a cumulative GPA of 2.75 or above shall register for the next grade level. These students must maintain their GPA at 2.75 or above throughout the 4<sup>th</sup> quarter.

At the end of the 4<sup>th</sup> quarter, if their GPA falls below 2.75, they would be asked to withdraw from school with a full refund of registration fee.

- 2) The returning students with a cumulative GPA lower than 2.75 would not be registered for the next grade level. At the end of the 4<sup>th</sup> quarter, if their cumulative GPA improves to 2.75 or above, they would be given preference to register for the next grade level based on available seats at that time.

- 3) In addition to GPA requirements, students must maintain 90% or higher attendance and no excessive tardies
- 4) The returning students with behavioral issues or who require special services that CPSA is not able to provide, would not be registered irrespective of their GPA.

**Registration of Returning Students (PK4 – 5<sup>th</sup> Grade)**

The returning students in PK4 – 5<sup>th</sup> Grade are expected to maintain satisfactory progress during the first 3 quarters in order to be considered for promotion to the next grade level. The following guideline shall apply for registration of the returning students in PK4 – 5<sup>th</sup> Grade.

- 1) The returning students with satisfactory academic standing will be registered for the next grade level.
- 2) The returning students with unsatisfactory academic standing would not be registered for the next grade level.
- 3) The returning students with behavioral issues or who require special services that CPSA is not able to provide, would not be registered irrespective of their academic standing.