

EFFINGHAM SECONDARY SCHOOL

CHECKLIST FOR ADMIN FILES

EMERGENCY CONTACT NUMBER

2022

ADMIN NUMBER

NAME OF LEARNER : _____ GRADE : _____

NO	ITEMS	CHECK	NOTES
1.	Original Registration Form [First entry to school]		
2.	Current [2021] Registration Form		
3.	School Fees Contract		
4.	Learner ID / Birth Certificate		
5.	Father ID		
6.	Mother ID		
7.	Learner Clinic / Immunisation Card		
8.	Proof of Residence [Not more than three months old]		
9.	Immigrant Students – All of Current Documents <ul style="list-style-type: none">• Passport and Study Permit or• Refugee or Asylum Seeker Certificate• Report from Last School attended outside SA• Report from First School attended in SA• Current School Report [2021Final]		
10.	10.1 March / June Grade 7 Report 10.2 Grade 8 only : Final Grade 7 report		

ADMIN CLERK NAME & SIGNATURE : _____ / _____

CLASS TEACHER NAME : _____ SIGNATURE : _____

EFFINGHAM SECONDARY SCHOOL

CHECKLIST FOR ADMIN FILES

EMERGENCY CONTACT NUMBER

2019

ADMIN NUMBER

NAME OF LEARNER : _____ GRADE : _____

NO	ITEMS	CHECK	NOTES
1.	Original Registration Form [First entry to school]		
2.	Current [2019] Registration Form		
3.	School Fees Contract		
4.	Learner ID / Birth Certificate		
5.	Father ID		
6.	Mother ID		
7.	Learner Clinic / Immunisation Card		
8.	Proof of Residence [Not more than three months old]		
9.	Immigrant Students – All of Current Documents <ul style="list-style-type: none">• Passport and Study Permit or• Refugee or Asylum Seeker Certificate• Report from Last School attended outside SA• Report from First School attended in SA• Current School Report [2017 Final]		
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2019

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