



# New Family Online Application

SY 2023-2024

## Process Flow

Online Application Site

**STEP 1**

**Online Application Site**

- Using your web browser, go to the PAREF Preschool New Family Application Site.

<https://registrar.parefpreschools.edu.ph/newFamily.php>

Online Application Form

**STEP 2**

**New Family Information Form**

- Fill up the form.
- Ensure the **completeness** and **accuracy** of the family Information.
- To complete the application, **all required** fields should not be blank.
- Click on the **"Save"** button.

System Generated Email

**STEP 3**

**Check Email**

- 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.

Online Registration Login Site

**STEP 4**

**Login**

- Using your web browser, go to the school's Online Registration Login Site.
- Enter the emailed username and password in the text fields.
- Click on the **"Log in"** button below the text fields.

Online Registration Family Account

**STEP 5**

**Add Student**

- Click on the **"New Student Application Form"** link.
- Select the **PAREF Preschool** and fill up the form.
- Upload the admission **requirements**.
- Select the level of your child.
- Click on the **"Submit"** button once you are finish.

Approval

**STEP 6**

**Registrar's Approval**

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