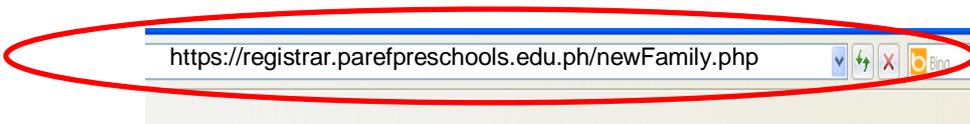# New Family Online Application
User Guide

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

STEP 1 - WEBSITE

1. Using your web browser, go to – https://registrar.parefpreschools.edu.ph/newFamily.php

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

STEP 2 –FAMILY INFORMATION FORM

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

Family Application for school year :

Highlighted fields in yellow are required fields.
FAMILY NAME:

FATHER'S PERSONAL INFORMATION

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

	Schools Attended	Degree Attained
High School		
College		
Post Graduate		
Professional Affiliations	Name of Organization	Positions Held

MOTHER'S PERSONAL INFORMATION

Last Name (Maiden Name) | First Name | Middle Name | Nickname
Deceased No
Occupation: | Position/Official Designation:
Company: | Tel. No: | Fax No:
Nature of Business: | Mobile No: | Email:
Company Address:
Birthday: mm / dd / yyyy | Citizenship: Select One | Religion: Select One

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.

STEP 5 – ADD STUDENT

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

Family Information

Password

New Student Application Form

2. Select PAREF school and fill up the form.

3. Upload requirements, select the level of your child and click on the **"Submit"** button once you are finish.

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

STEP 6 – LOGOUT.