



FORM A

Accra Girls' Senior High School

Private Mail Bag, Achimota. Tel: 0303942281 Email: agiss2005@gmail.com

HEADMISTRESS: 0303942281

Our Ref: AGISS/ADMN/2024/2025

Your Ref:.....

OCTOBER 2024

Dear Sir/Madam,

ADMISSION INTO SENIOR HIGH SCHOOL 2024/2025 ACADEMIC YEAR

NAME OF CANDIDATE

PROGRAM OFFERED

I am happy to inform you that your ward has been offered admission into Accra Girls' Senior High School to pursue a 3-year Senior High School Program in and affiliated to Aryee House/Buckman House/Gibson House/Pink House.

Her continuous stay in the school will depend on Good Academic Work, Good Conduct and Strict Observance of all the School Rules and Regulations

Kindly submit to Administration on the day of arrival the following:

1. A complete Personal Record Form (**Form D**)
2. A copy of your ward's BECE Results Slip
3. Placement Form endorsed by the head of the JHS attended.
4. A photocopy of your ward's valid (not expired) Health Insurance Card.
5. A photocopy of your ward's Birth Certificate
6. Two (2) copies of recent Passport Size Photographs of your ward endorsed by the head of the JHS attended

Kindly accept our congratulations on your ward's success. We look forward to welcoming your ward to AGISS, where we nurture ladies with vision and virtue.

**(GIFTY ANDOH (MRS))
HEADMISTRESS**

FORM B



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ADMISSION DECLARATION FORM

DECLARATION

(To be completed and returned to the Headmistress on the day the student is reporting to school)

Parents and Guardians must take personal responsibility in completing this form

DECLARATION BY STUDENT

I hereby declare, in the presence of my parents/guardians, that I shall respect the School Authorities and abide by the School Rules and Regulations printed in the school Code of Conduct and that any breach of the rules and regulations renders me liable to befitting disciplinary action and that nobody whatsoever should plead on my behalf.

Name of Student

Signature of Student Date

DECLARATION BY PARENT/GUARDIAN

1. I declare that I have read and understood the school rules and regulations and agree to all conditions therein. I therefore accept to ensure that my ward abides by all the rules and regulations of the school.
2. I will consent to any form of disciplinary action that will be taken against my ward as far as such action is in conformity with the school's code of conduct.

Name of Parent/Guardian

Signature of Parent/Guardian..... Date

FORM C



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UNDERTAKING

This is to certify that I

Parent/Guardian of a student of Accra Girls' Senior High School, having carefully read through this document with my ward and having accordingly advised, in the event of her inability to abide by any of the School Rule and regulations, the school reserves the right to discipline her in accordance with the laid down principles.

Parents/Guardians and students are being informed that the change of programs is limited **within a one month period after orientation.** During the period, the student will be permitted after doing a diagnostic test.

PARENT

STUDENT

Name..... Name

Sign Sign

Date Date

Your cooperation will be greatly appreciated.

Thank you

FORM D

Accra Girls' Senior High School

PERSONAL DATA

Enrolment Code.....(Refer to placement form)

STUDENT'S DETAILS

.....
Surname *First Name* *Other Names*
Date of Birth Mother Tongue
Country of Birth Religious Denomination.....
Nationality Home Town
Languages Spoken 1. 2. 3.
JHS Attended and Address

FATHER'S DETAILS

Title: Mr./Rev/Dr/Prof/ Other.....

.....
Surname *first name* *other names*
OccupationOrganisation/Institution.....
Postal Address
Telephone Numbers Email
Residential Address Nationality.....
Religion Signature..... Date

MOTHER'S DETAILS

.....
Surname *first name* *other names*
Occupation Organisation/Institution :.....
Postal Address
Telephone Numbers Email
Residential Address Nationality.....
Religion Signature..... Date

GUARDIAN'S DETAILS

.....
Surname *first name* *other names*
OccupationOrganisation/Institution:.....
Postal Address
Telephone Numbers Email
Residential Address Nationality.....
Religion Signature..... Date

OFFICIAL USE ONLY

ADMISSION NUMBERHOUSE.....Boarder Day
PROGRAMME..... CLASS.....