February 2016

Dear parents and guardians of our Loyola Schools students:

By the first semester of school year 2016-2017, you will be given access to the Ateneo Integrated Student Information System (AISIS). This will allow you to view your child’s grades online. This will be beneficial to:

- enable you to access grades much earlier than if these are mailed.
- reduce/eliminate the risk of grades lost or pilfered since they are available online.
- facilitate online payment of tuition

Attached is the Application Form for Access to AISIS. Kindly complete the information and enclose copies of your two (2) valid Identification (ID) Cards with picture and signature. Please submit these together with your other confirmation requirements to the Office of Admission and Aid.

We assure you that your ID information will be kept confidential by the Office of the Registrar.

After verifying the information we will send you your login name and passwords to view your children’s grades on AISIS immediately. One account will be provided per family.

For more information you may reach us at our office telephone numbers (+632) 4266001 ext 5130-5139, 5143, 5146-5147 or through the following email addresses:

- registrar.soh@ateneo.edu (for School of Humanities)
- registrar.jgsom@ateneo.edu (for John Gokongwei School of Management)
- registrar.sose@ateneo.edu (for School of Science and Engineering)
- registrar.soss@ateneo.edu (for School of Social Sciences)

Thank you very much for your support!

OFFICE OF THE REGISTRAR
Application for Access to the Ateneo Integrated Student Information Systems

(kindly accomplish this form in print)

Date of Application: ___________________

Name: ______________________________________________________________________

____________________________________________________________________________

Last First Middle

Address: _____________________________________________________________________

Landline: _______________________________ Mobile Number: _______________________

Email Address: __________________________________________________________________

Relation to student/s: __________________________________________ (  ) Parent  (  ) Guardian

ID’s Presented: ☐ SSS  ☐ Driver’s License  ☐ PRC  ☐ Company  ☐ PhilHealth  ☐ Passport

☐ Others _______________________________

Request access for the following student/s: (List down names of sons/daughters currently enrolled in the Loyola Schools.)

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>Student Name (Last, First, Middle)</th>
<th>Year and Course</th>
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I attest that the information stated herein is complete and accurate. I also understand that any misrepresentation will invalidate this request.

__________________________________________
Applicant’s Signature

Note: User Login Name and Password will be provided according to the standards set by the Loyola Schools and will be sent to the email address provided in this form.

INCOMPLETE FORMS WILL NOT BE PROCESSED

< To be filled out by the Office of the Registrar >

Date Received: ___________________ Received By: ___________________

[ ] Approved (Username given: ________________________________)

[ ] Disapproved (Reason: ________________________________)

Approved by: ___________________ Verified By: ___________________

Date Approved: ___________________ Date Verified: ___________________
(This form should be accomplished if parents will designate a guardian to apply for an AISIS account on their behalf.)

GUARDIANSHIP AUTHORIZATION

Date: ______________________

THE REGISTRAR
ATENEO DE MANILA UNIVERSITY LOYOLA SCHOOLS
Katipunan Avenue, Loyola Heights,
Quezon City 1108

I/We, ___________________________ and ___________________________
(Father) (Mother)

Hereby designate Mr./Ms. ___________________________, whose signature appears below to be the official guardian of my son/daughter, _____________________________.

______________________________  ______________________________
Father’s Signature over Printed Name   Mother’s Signature over Printed Name

______________________________  ______________________________
Student’s Signature over Printed Name   Guardian’s Signature over Printed Name