May 4, 2020

Memo to: All Parents/Guardians and Students  
Subject: Distribution of Report Cards and Enrolment Needs/Concerns

Mary Immaculate Parish Special School remains committed to supporting its students, families, and employees during the Coronavirus (COVID-19) pandemic. On behalf of the school’s Management Committee (MANCOM), we sincerely hope you and your families are healthy and safe.

In light of the extension of the Enhanced Community Quarantine (ECQ) over Metro Manila and some parts of the country until May 15, 2020, business operations in MIPSS remain suspended until May 15, 2020. To address your enrolment needs and concerns, the school will observe the skeletal workforce in the Accounting and Finance Office and Registrar’s Office effective May 18, 2020. Please be informed of the following guidelines vital to your child’s/ward’s enrolment this coming school year.

1. Distribution of report cards will be on May 22, 2020 (Friday) at the Registrar’s Office from 9:00 AM – 3:00 PM upon submission of the completed Student Clearance Form.
2. Students’ Clearance Form can be retrieved/downloaded from the school website.
3. MIPSS will resume accommodating applicants/transferees for SY 2020-2021 from Preschool to Senior High School (SHS), Special Education (SpEd), and Alternative Learning System (ALS) once the ECQ is lifted. Form 138 (Report Card) is a pre-requisite for enrollment. For more information and inquiries on enrolment, Education Service Contracting (ESC) subsidy, and SHS voucher application, you may call up any of the following:
   - Accounting and Finance Office - 8-805-5080
   - Principal’s Office - 8-806-4046
   - Registrar’s Office - 8-805-0557
4. Only one adult companion will be allowed to accompany any new student applicant/transferee or even when there is more than one child being enrolled in keeping with stringent social distancing measures as emphasized in DepEd MEMO No. 043 s. 2020 dated March 15, 2020. Wearing of face masks and observance of personal hygiene are a must on campus.
5. Returning MIPSS students can enroll online using the simple enrolment procedure at MIPSS Enrolment Portal (mipss.campuslink.com.ph).
6. The Accounting and Finance Office will provide each student an update of his/her account or assessment of the current school fees.
7. The opening of classes for SY 2020-2021 will be announced and posted on the school bulletin boards and website in due time.

Let us continue to stay strong as we face the challenges brought about by this pandemic. We hope for your unending support and cooperation as partners in promoting quality Catholic education to your children. Thank you very much and may God bless us all.