



De La Salle Santiago Zobel School

University Avenue, Ayala Alabang Village, Muntinlupa City, Philippines 1780
Vermosa, Pasong Buaya II, Imus City, Cavite, Philippines 4103

OFFICE OF THE REGISTRAR

January 31, 2025

Dear **Parents and Guardians**,

Greetings!

As we approach the end of Academic Year (AY) 2024-2025, the Registrar's office requests that you check your child's clearance in the [DLSZ Family Portal](#) to ensure a smooth transition to the next academic year. Please also secure and submit all the necessary documents, such as original copies of the PSA birth certificates and academic transfer credentials, which our office needs, and settle all financial obligations for easy AY 2025-2026 enrollment.

In addition, as part of the school's commitment to serve society and the environment, the office will only print report cards for the exiting grade levels (*Pre-Kinder, Kinder, Grades 6, 10, and 12*). This initiative aims to reduce paper waste and promote environmental sustainability. The rest may still view the student's progress report via the DLSZ Family Portal. This change will start with the Term 3 Report Cards, which will be available for online viewing by **May 7, 2025 (Wednesday) at 8:00 PM**.

While the office will no longer print report cards, the parents of the non-exiting grade levels may still request a hard copy for free on their first request. To do so, please email us at registrar@dlszobel.edu.ph with the subject line '*Report Card Request*' and include your child's full name and student ID. A date will be given when your request will be available for pick-up.

Please feel free to email us for further clarification.

We sincerely appreciate your continued support and cooperation in these matters.

Thank you.

In St. La Salle,

Ms. Ma. Fatima S. Guerrero (Sgd.)
Registrar's Office Head

Noted by:

Dr. Janette B. Torrato (Sgd.)
Director for Academic Services Department

Approved by:

Dr. Ruby P. Ramos (Sgd.)
School Principal