



International School of Port of Spain

GENERAL INFORMATION

ADMISSION STAFF AND CONTACT INFORMATION

During the application process, the admissions staff will be happy to help you. Please call the appropriate person to answer your particular question.

Regarding:

General information about the School, admissions, tour or open house information and scheduling appointments.

Specific questions about the Elementary, Middle and High School program and admissions, Financial Aid and Application Status.

Contact:

Toya de Four

Admission Assistant
tdefour@isps.edu.tt

Denise Scott

Admission Assistant
dscott@isps.edu.tt

Jackie Fung-Kee-Fung

Director of Admission
jfungkeefung@isps.edu.tt

Telephone: 1(868) 633-4777
1(868) 632-4591
1(868) 632-4592

Admissions Fax: 1(868) 632 - 4033
School Fax: 1 (868) 632-4595

FORMS

A completed application consists of:

- An application fee - US\$ 100 .00
- An application form - Completed by the parent(s)
- An application statement - Completed by applicants to Grades 6-11
- Two recommendation forms - Completed by two separate teacher s or administrator s at the applicant's present school (One form only, for grades PK-1)

- Current school reports - For applicants to Grades 2-11
- Past two years of grades - For applicants to Grades 4-11
- Visit and assesment - For all applicants
- Health Form - Completed by the parent(s)
- Passport size photograph of applicant
- Copy of Birth Certificate or Passport
- Copies of all Immunization Records
- Transcript - For applicants to Grades 9 - 12