



# THE INTERNATIONAL SCHOOL OF PORT OF SPAIN

CONFIDENCE EXCELLENCE INTEGRITY

1 International Drive, Westmoorings, Trinidad and Tobago, W.I.  
Phone: 1(868)-633-4777, Fax: (868) 632-4595, Web: [www.isps.edu.tt](http://www.isps.edu.tt)

## GENERAL INFORMATION

### ADMISSION STAFF AND CONTACT INFORMATION

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

#### Regarding:

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

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

#### Contact:

**Jackie Fung-Kee-Fung**  
Director of Admission  
[jfungkeefung@isps.edu.tt](mailto:jfungkeefung@isps.edu.tt)

**Denise Scott / Danielle Ashby**  
Admission Assistant  
[dscott@isps.edu.tt](mailto:dscott@isps.edu.tt)  
[dashby@isps.edu.tt](mailto:dashby@isps.edu.tt)

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

**Admission Fax:** 1 (868) 632-4033  
**School Fax:** 1 (868) 632-4595

**Send mail to:** Admission Office  
The International School of Port of Spain  
1 International Drive, Westmoorings,  
Trinidad, West Indies

#### For mail from within the United States Send to:

Admission Office  
The International School of Port of Spain  
P.O. Box 25307, POS 1369  
Miami FL, 33102

For mail using Fedex, DHL, etc. please send to our Trinidad address

# FORMS REQUIRED

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## A complete application consists of:

- Application Fee US\$100.00
  - US \$100 to be submitted with application
  
- An Application Form
  - Completed by the parent(s)
  
- An Applicant Statement
  - Completed by applicants to Grades 6-11
  
- Recommendation Forms as Required
  - Completed by a teacher or administrator at the applicant's present school.
  - Elementary School - One
  - Middle School - Two
  - High School - Three
  
- Current School Reports
  - For all applicants
  
- Past Two Years Reports
  - For applicants Grades K-11
  
- Transcripts
  - For applicants Grades 9-12
  
- IEP or Psychological Report
  - (If applicable)
  
- Health Form
  - Completed by the parent(s)
  
- Passport Sized Photo of the Applicant
  
- Copy of Passport or Birth Certificate
  
- Copies of all Immunization Records
  
- Visit and Assessment
  - For all applicants