
STEPS IN ONLINE ENROLLMENT FOR SY 2021-2022

(FOR OLD SAGRADAN STUDENTS)



1. Access the MDSF Parent Portal using your account via <http://mdsonline.com/parentsportal/>

If you have trouble logging in, email it@mdsf.edu.ph or send a message to the School's official Facebook page: Montessori De Sagrada Familia

Note: For our dear Sagradan Families who are interested in enrolling their child in the PLAY Sagradan Program (Homeschooling program), kindly email registrar@mdsf.edu.ph with your child's full name as the **online enrollment** only caters to students enrolling in the FLY Sagradan and **SAFE** Programs.





Profile

View Profile

Student Number

Last name

First name

Middle name

Address

Gender

Religion

NAVIGATION

Profile

Clearance

Online Enrollment

Finance

Attendance

School Announcement

Discipline

Guidance

Clinic

Grades

2. Click "Online Enrollment" to view the name of your child.

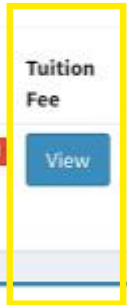




Enrollment

Children

Full #	Name	Key ID	Status	Tuition Fee	Action
1			Not Enrolled	View	Enroll



3. Click "View".

Reminders

We have updated our accepted modes of payment.
[Please click here to find out more.](#)



4. Within the “Online Enrollment” section, you will see the names of the students tagged under your parent portal account. Before proceeding with the Online Enrollment, please take time to read the Reminders and School Announcements to be found at the bottom part of the page. Click “Enroll” button of the name of the child you wish to enroll.

MDSF ParentPortal Sign out

Select student to load

NAVIGATION

- Tuition Fees SY: 2020-2021
- Online Enrollment**
- Profile
- Attendance
- School Announcement
- Discipline
- Guidance
- Clinic
- Grades
- Honor Roll
- Subjects

Enrollment

Children

#	Full Name	Key ID	Status	Tuition Fee	Action	Payment Slip
1		I-51	Not Enrolled	View	Enroll	
		I-85	Not Enrolled	View	Enroll	
3		I-11	Not Enrolled	View	Enroll	
4		I-12	Not Enrolled	View	Enroll	

Reminders

We have updated our accepted modes of payment. [Please click here to find out more.](#)

For incoming Grade 7 enrollees, please be informed that our school is a FAPE (Fund for Assistance to Private Education) accredited institution. The Educational Service Contracting (ESC) Program grants eligible students tuition fee subsidy during their high school years. Slots for the subsidy program are limited. It is strongly advisable for interested families to place their reservation in order for their child to avail of the program.

Please see requirements below in order for your child to be qualified as an ESC Grantee.

- 2x2 Picture (2 copies)



5. **Note:** If your child has an outstanding balance from the previous school year, kindly settle it first before you proceed with the online enrollment for SY 2021-2022 (please see payment options). Otherwise, you may proceed to pre-enrollment SY 2021-2022.

The screenshot displays the MDSF ParentPortal interface. At the top, the header includes 'MDSF ParentPortal' on the left and a 'Sign out' link on the right. Below the header, a dropdown menu is labeled 'Select student to lead'. A dark sidebar on the left contains a 'NAVIGATION' menu with items: 'Tuition Fees SY: 2020-2021', 'Online Enrollment', 'Profile', 'Attendance', 'School Announcement', 'Discipline', 'Guidance', 'Clinic', 'Grades', 'Honor Roll', and 'Subjects'. The main content area is titled 'Enrollment' and features a section for 'Online Enrollment'. It lists the student's 'NAME' and 'FROM: GRADE 6 TO GRADE 7'. A red warning message states: 'Please settle your account balance before proceeding with the enrollment.' Below this, the 'Total Balance: 4,700.00' is prominently displayed. A note follows: 'This is a computer generated report. If there are concerns please contact us thru parent portal or send us a message on our official Facebook page Montessori de Sagrada Familia.' A detailed paragraph explains that families with outstanding balances from SY 2019-2020 should settle them through various platforms, and that payments made via School Cashier will be automatically updated. It also requests a photo of a deposit slip for payments made elsewhere, to be sent to finance@mdsf.edu.ph. At the bottom, the email subject is 'Subject: Tuition Fee Payment' and the message is addressed to 'School Year:'.



5.1. Please select the mode of payment you would like to avail (Cash, Semi-Annual, Trimestral or Monthly Installment). Also kindly read pre-enrollment / pre-registration guidelines for important school announcements regarding online enrollment and school waivers. After reading, tick the boxes to signify that you are enrolling your child at MDSF SY 2021-2022 then click “Submit”.

MDSF ParentPortal Sign out

Select student to load

Enrollment

Online Enrollment:

NAME

FROM: GRADE 6 TO GRADE 7

Please select mode of payment

This officially signifies that I am enrolling my son/daughter at Montessori De Sagrada Familia for


hereby acknowledge that the consents, agreements and waivers in this document are binding throughout my child's stay at Montessori De Sagrada Familia

By Enrolling my child at Montessori De Sagrada Familia, Inc., I agree to abide and be bound by all school rules and regulations. I confirm that I have read and fully understood the school policies stated.

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Subiorte
mdsonline.com/test/parentsportal/enrollment/enroll

- Tuition Fees SY: 2020-2021
- Online Enrollment
- Profile
- Attendance
- School Announcement
- Discipline
- Guidance
- Clinic
- Grades
- Honor Roll



Select student to load

NAVIGATION

Tuition Fees SY: 2020-2021

Online Enrollment

Profile

Attendance

School Announcement

Discipline

Guidance

Clinic

Grades

Honor Roll

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mcsfonline.com/test/parentsportal/enrollment/enroll#

Enrollment

Online Enrollment

NAME

FROM: GRADE 6 TO GRADE 7

Please select mode of payment

CASH

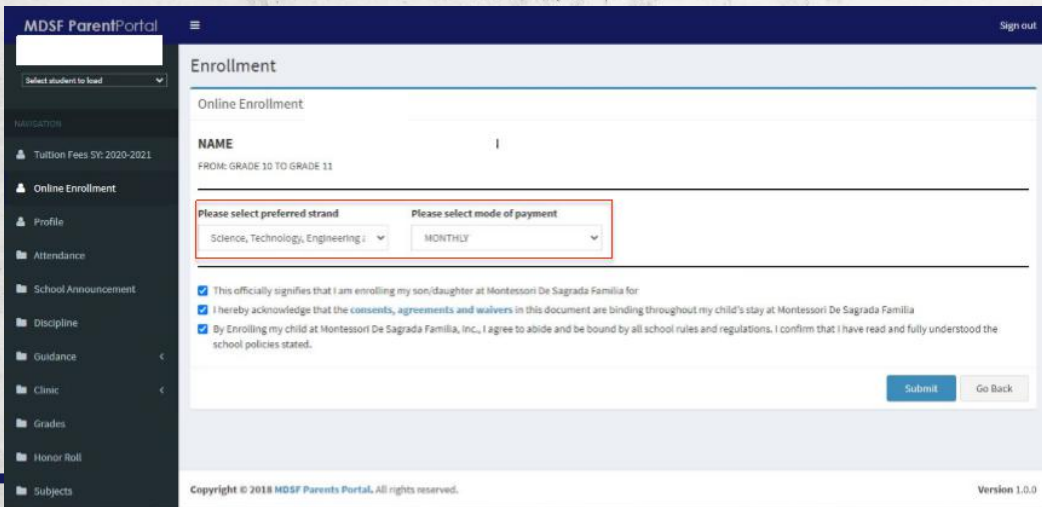
- This officially signifies that I am enrolling my son/daughter at Montessori De Sagrada Familia for
- I hereby acknowledge that the **consents, agreements and waivers** in this document are binding throughout my child's stay at Montessori De Sagrada Familia
- By Enrolling my child at Montessori De Sagrada Familia, Inc., I agree to abide and be bound by all school rules and regulations. I confirm that I have read and fully understood the school policies stated.

Submit

Go Back



5.2. If your child belongs to the SHS Department, kindly choose from the drop down menu box your desired Academic Strand (HUMSS, ABM, STEM). Then, please select mode of payment you would like to avail (Cash, Semi-Annual, Quarterly or Monthly Installment). Kindly read pre-enrollment / pre-registration guidelines for important school announcements regarding online enrollment and school waivers. After reading, tick the boxes to signify that you are enrolling your child at MDSF SY 2021-2022 then click Submit. Click “Submit” to proceed.



The screenshot shows the MDSF ParentPortal Enrollment page. The page has a dark blue header with the MDSF logo and a 'Sign out' link. A sidebar on the left contains a 'NAVIGATOR' menu with items like 'Tuition Fees SY: 2020-2021', 'Online Enrollment', 'Profile', 'Attendance', 'School Announcement', 'Discipline', 'Guidance', 'Clinic', 'Grades', 'Honor Roll', and 'Subjects'. The main content area is titled 'Enrollment' and includes a 'Select student to load' dropdown. Below this, the 'NAME' field is populated with 'I'. The 'FROM: GRADE 10 TO GRADE 11' section is visible. Two dropdown menus are highlighted with a red box: 'Please select preferred strand' (set to 'Science, Technology, Engineering') and 'Please select mode of payment' (set to 'MONTHLY'). Below these are three checked checkboxes for enrollment consent and acknowledgment of school policies. At the bottom right, there are 'Submit' and 'Go Back' buttons. The footer contains the copyright notice 'Copyright © 2018 MDSF Parents Portal. All rights reserved.' and the version number 'Version 1.0.0'. A school crest is visible in the bottom right corner.

MDSF ParentPortal

Sign out

Select student to load

Enrollment

Online Enrollment

NAME I

FROM: GRADE 10 TO GRADE 11

Please select preferred strand Please select mode of payment

Science, Technology, Engineering MONTHLY

This officially signifies that I am enrolling my son/daughter at Montessori De Sagrada Familia for

I hereby acknowledge that the [consents, agreements and waivers](#) in this document are binding throughout my child's stay at Montessori De Sagrada Familia

By Enrolling my child at Montessori De Sagrada Familia, Inc., I agree to abide and be bound by all school rules and regulations. I confirm that I have read and fully understood the school policies stated.

Submit Go Back

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5.3. If your child belongs to the Preschool Department or Grade 1-3 levels, kindly choose from the drop down menu box your desired session (AM/PM). However, may we remind you that limited slots are given on a first-come first-served basis. Click “Submit” to proceed.

MDSF ParentPortal Sign out

Select student to load

NAVIGATION

- Tuition Fees SY: 2020-2021
- Online Enrollment**
- Profile
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- Grades
- Honor Roll
- Subjects

Enrollment

Online Enrollment SY: 2020 - 2021

NAME

FROM: JUNIOR CASA TO ADVANCED CASA

Please select preferred schedule: AM

Please select mode of payment: CASH

This officially signifies that I am enrolling my son/daughter at Montessori De Sagrada Familia for the 2020-2021 school year.

I hereby acknowledge that the consents, agreements and waivers in this document are binding on me and my child's stay at Montessori De Sagrada Familia.

By Enrolling my child at Montessori De Sagrada Familia, Inc., I agree to abide and be bound by all school rules and regulations. I confirm that I have read and fully understood the school policies stated.

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6. Your enrollment application will be forwarded to the Registrar's Office. Please expect an email from our School Registrar regarding your child's **Registration Assessment Form (RAF)**. The RAF shall be sent to the email address you have provided during your parent portal registration. If you have no further questions regarding your child's RAF and school fee computation, you may proceed paying through various payment channels:

<https://bit.ly/MDSFPaymentOptions>

Enrollment Status will stay **"Pending"** until payment has been made and confirmed by the Finance Department.



Select student to load

NAVIGATION

Tuition Fees SY: 2020-2021

Online Enrollment

Profile

Attendance

School Announcement

Discipline

Guidance

Clinic

Grades

Honor Roll

Subjects

Enrollment

Your enrollment application has been forwarded to the Registrars Office.
Please refer to the Registration Assessment Form (RAF) for tuition fee payment details.

Children

#	Full Name	Key ID	Status	Tuition Fee	Action	Payment Slip
1		11	Not Enrolled	View	Enroll	
2		15	Pending	View	View RAF	Upload
2		11	Not Enrolled	View	Enroll	
4		12	Not Enrolled	View	Enroll	

Reminders

We have updated our accepted modes of payment. [Please click here to find out more.](#)

For incoming Grade 7 enrollees, please be informed that our school is a FAPE (Fund for Assistance to Private Education) accredited institution. The Educational Service Contracting



7. Kindly click **RAF** button to view your **Registration Assessment Form**, which presents the computation of fees and the mode of payment you have chosen. If there are any discrepancies in our student record, kindly email our School Registrar at registrar@mdsf.edu.ph or call (044) 766-1714 local 103.

MDSF Parent Portal

Registration Assessment Form

Montessori De Sagrada Familia, Inc.
Email Address: info@mdsf.edu.ph
Tel. No: (044) 7661714

Registration Assessment Form
School Year:

Student Name: CJ	Year Level	Section: Birth PkA
Gender: F	Birth Date	Birth PkA
Address: Father's I	Tel. No.	National
Occupat	Mobile No	Religion: ESC Stan
Mother's Occupat	Mobile No	

Package: GRADE 7 (ESC - CASH)
Mode of Payment: CASH

Tuition and Fees	Payment Upon enrollment	Payment Schedule
Registration Fee: 8,000.00	Registration Fee: 8,000.00	Total Due: 40,507.00
Tuition Fee: 27,828.00	Tuition Fee: 27,828.00	
Computer Fee: 0.00	Computer Fee: 0.00	
Energy Fee: 0.00	Energy Fee: 0.00	
Book Fee: 5,094.00	Book Fee: 5,094.00	
Snack Fee: 0.00	Snack Fee: 0.00	
Other Fees: 0.00	Other Fees: 0.00	
LESS Cash Basis Discount: 5,025.00	LESS Reservation fee: (0.00)	
	Cash Basis Discount: 5,025.00	
Total Assessment: 40,507.00	Total amount to pay upon enrollment: 40,507.00	Total Due: 40,507.00

School Policy on Student Withdrawal, Refund of School Fees and Flexible Book Payment Options

- When a pupil registers in a school, it is understood that he is enrolling for the entire school year for pre-elementary, elementary and high school courses" (Art. 333 Sec. 62 of the Manual of Regulations for Private Schools)
- A pupil who transfers or otherwise withdraws, in writing, within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length of time longer than one month will be charged according to the policies on the refund of tuition and other school fees," (Art. 333 Sec. 63 of the Manual of Regulations for Private Schools)
 - Ten percent (10%) of the total amount for the term (that is full amount charged for one school year) if he withdraws within the first week of classes regardless of whether or not he has actually attended classes.
 - Twenty percent (20%) of the total amount for the term if he withdraws within the second week of classes regardless of whether or not he has actually attended classes.
 - A pupil may be charged all the school fees in full if he withdraws any time after the second week of classes regardless of whether or not he has actually attended classes.
 - Where tuition and other school fees are paid for the first month in a monthly installment scheme, no refund shall be given to the pupil when he withdraws any time after the registration period.
 - Withdrawals in and other school fees are non-refundable.

Version 1.0.0

8. Once you have checked and verified your RAF and school fee computation, you may proceed to the payment. Kindly print your RAF for documentation. After you have made payment aside from the School Cashier, you are required to upload your deposit slip to prompt our Finance Department that payment has been made.

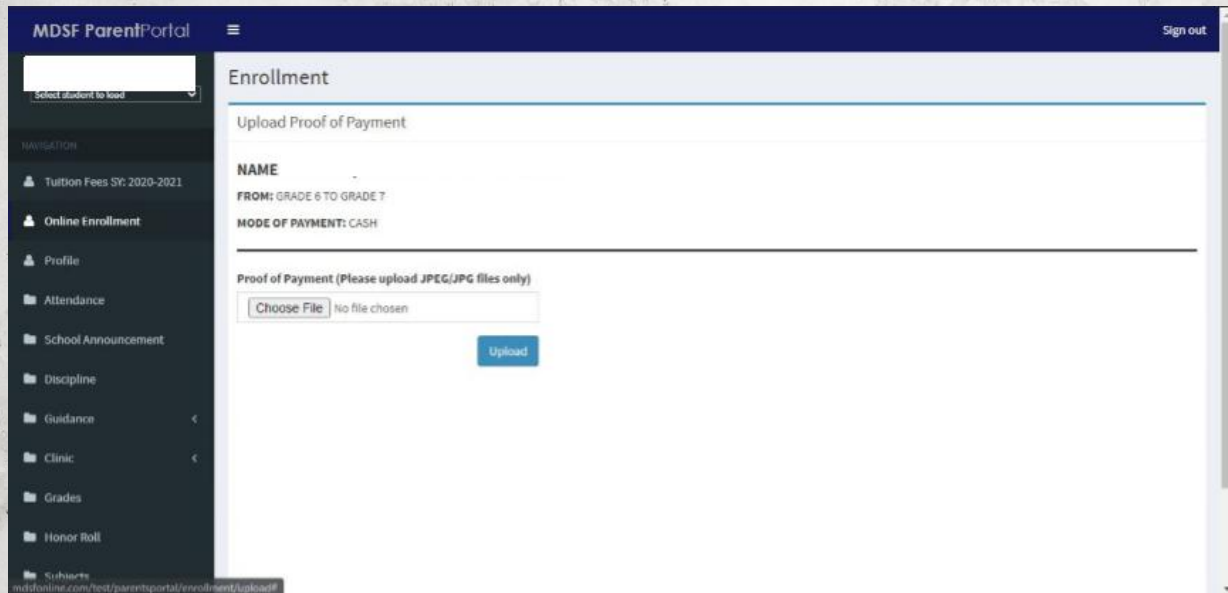
*For online banking payments, and over the bank counter payments, you are required to upload your deposit slips. For credit card payments, (applicable only via online payment), straight payments with any Mastercard, VISA, JCB is accepted. Please be informed that there will be additional 3.5% bank charges on top of the tuition and fees to be shouldered by the Payor. There shall be an additional 0.70% cross border fee for international cards transactions. Families interested in paying through this method may send an email to finance@mdsf.edu.ph and our finance associate will get in touch with you.

For payments coursed through the school cashier, your student ledger will be automatically updated.

Note: You are given four slots to upload your deposit slips. However, you may only **submit once**. If you missed to upload any deposit slip, you may directly send an email to finance@mdsf.edu.ph containing the deposit slip attachment and name of the student, and preferred mode of payment.



Upload deposit slip / Proof of payment



The screenshot displays the MDSF ParentPortal interface. At the top left, the text 'MDSF ParentPortal' is visible next to a hamburger menu icon. In the top right corner, there is a 'Sign out' link. Below the header, a dropdown menu is labeled 'Select student to load'. The main content area is titled 'Enrollment' and contains a section for 'Upload Proof of Payment'. This section includes the following information:

- NAME**
- FROM: GRADE 6 TO GRADE 7**
- MODE OF PAYMENT: CASH**

Below this information, there is a sub-section titled 'Proof of Payment (Please upload JPEG/JPG files only)'. It features a file selection interface with a 'Choose File' button and the text 'No file chosen'. To the right of this interface is a blue 'Upload' button. On the left side of the page, a dark navigation sidebar lists various menu items: 'Tuition Fees SY: 2020-2021', 'Online Enrollment', 'Profile', 'Attendance', 'School Announcement', 'Discipline', 'Guidance', 'Clinic', 'Grades', 'Honor Roll', and 'Subjects'. At the bottom left of the page, the URL 'mtdonline.com/test/parentsportal/enrollment/upload#f' is visible. In the bottom right corner, there is a school crest logo.

Upload deposit slip / Proof of payment

MDSF ParentPortal ☰ Sign out

Select student to load ▾

NAVIGATION

- Tuition Fees SY: 2020-2021
- Online Enrollment
- Profile
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- School Announcement
- Discipline
- Guidance
- Clinic
- Grades
- Honor Roll
- Subjects

Enrollment

Upload Proof of Payment

NAME

FROM: GRADE 6 TO GRADE 7


MODE OF PAYMENT: CASH

Proof of Payment (Please upload JPEG/JPG files only)

Choose File sample.jpg

Upload

SAMPLE BANK ACCOUNT RECEIPT
POB : BDO, BPI



TO OUR VALUED CUSTOMER:
Reference to the Bank's Order placed with the convenience of the BANK ACCOUNT SYSTEM BY DEPOSITING MONEY AND/OR BY CASH. BDO's system shall be the Bank's system when used in our BDO's applications. Transaction details:

Thank you for choosing BDO as your financial partner.

Financial Institution Name: Bank of the Philippine Islands
Branch: [Redacted]
Account No.: [Redacted]
Date of Payment: [Redacted]
Amount Paid: [Redacted]
Transaction Ref. No. or Reference No.: [Redacted]



Upload deposit slip / Proof of payment

The screenshot displays the MDSF ParentPortal interface. At the top, the header includes the logo "MDSF ParentPortal" and a "Sign out" link. A navigation sidebar on the left lists various options: "Select student to load", "Tuition Fees SY: 2020-2021", "Online Enrollment", "Profile", "Attendance", "School Announcement", "Discipline", "Guidance", "Clinic", "Grades", "Honor Roll", and "Subjects".

The main content area is titled "Enrollment" and features a section for "Upload Proof of Payment". A green notification box states: "Payment Slip/s was uploaded successfully! Note: All payment slips are subject to validation". Below this, the user's details are shown: "NAME", "FROM: GRADE 6 TO GRADE 7", and "MODE OF PAYMENT: CASH".

The "Proof of Payment (Please upload JPEG/JPG files only)" section contains a file selection area with a "Choose File" button and the text "No file chosen", and an "Upload" button. To the right, a sample "BANK ACCOUNT RECEIPT FOR : BDO, BPI" is displayed. The receipt includes the BDO logo, the text "TO OUR VALUED CUSTOMER", and instructions to verify account details. It also shows fields for "Date of Payment" (11.24.17) and "Amount Paid" (75000.00), with a "Cash Deposit Slip" label.

In the bottom right corner, there is a circular logo for the Department of Education - Division Office - Marikina City.

9. After uploading the deposit slip, kindly wait for at least **3-5 banking days** for confirmation. Once confirmed, you will be tagged as “**enrolled**” after re-logging into the parent portal. The School Cashier will issue Official Receipt and you may claim your Official Receipt (OR) Mondays to Saturdays, 8 am to 4 pm.

Enrollment

Children

#	Full Name	Key ID	Status	Tuition Fee	Action	Payment Slip
1			Pending	View	View RAF	Upload
2			Enrolled	View	View RAF	Upload
3			Not Enrolled	View	Enroll	
4			Pending	View	View RAF	Upload



Your child is now officially enrolled!
Kindly expect an email from the Finance Department for payment confirmation, School Registrar for your child's final Registration Assessment Form (RAF) and the ICT Department containing your child's login credentials to the Learning Management System. We will be sending the said details to the email address you have provided to view your parent portal.

