



HELPING OTHERS
TO BE THE BEST
THEY CAN BE

THE BRITISH INTERNATIONAL SCHOOL

Puxi, Shanghai

ID REGISTRATION FORM

ADULTS NEEDING ID CARDS

Please complete the following for each adult who will need an ID card.

PERSON 1

Name

Relation to child

Mother Father Ayi Driver Other

If other please specify

Passport number and
country / ID card number

PERSON 2

Name

Relation to child

Mother Father Ayi Driver Other

If other please specify

Passport number and
country / ID card number

PERSON 3

Name

Relation to child

Mother Father Ayi Driver Other

If other please specify

Passport number and
country / ID card number



Our School Security policy aims to ensure the health and safety of our students and staff at all times. As part of an upgrade of our security process, BISS Puxi will now issue a new set of photo identification cards to all adults who are connected to students at our school.

These cards will be required for entry to the site and will be essential for those who are dropping off or picking up from school. Therefore, parents will need these cards, as will ays and drivers if they are involved in the transporting of children to and from school across the age groups.



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PERSON 4

Name

Relation to child

Mother Father Aji Driver Other

If other please specify

Passport number and
country / ID card number

YOUR CHILDREN

Please supply the name and class / form of each of your children at our school

Name

Class/Form

Name

Class/Form

Name

Class/Form

Name

Class/Form

CAR ID

Please give details of any car that picks up or drop off children at our school

Car make

Car model

Car colour

Registration number

Driver's name

Driver's mobile number

**If you need a second car permit, please let us know*

Please complete this online and email along with named photos to:

id@bisspuxi.com

Once card production is complete an email communication will be sent to advise of pick up dates, times and locations. ID cards will only be issued to a parent on production of their valid passport. Any questions in regards to the security forms and process please email id@bisspuxi.com or contact Echo Li, Primary School Secretary on 5226 3211 ext 1661 or Anna Yu, Secondary School Secretary on 5226 3211 ext 1823.



Registration steps for
identification cards
can be completed as
follows:

STEP 1

Please complete ID
registration form.

STEP 2

Email registration
form along with
passport photos to
ID@bisspuxi.com by
24 January 2014.

NOTE

- Complete all fields where possible
- Complete all fields in English, for Chinese names please use pinyin version
- Ensure all passport-style photos are high quality resolution on a clean white background
- Please attach to your email together with the PDF registration form
- Please name each photo clearly with the person's full name
- Please ensure all applicant details are included on the form