



HELPING OTHERS  
TO BE THE BEST  
THEY CAN BE

# THE BRITISH INTERNATIONAL SCHOOL

Puxi, Shanghai

## ID REGISTRATION FORM INFORMATION

### INTRODUCTION

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.

Registration steps for identification cards can be completed as follows:

### DIGITAL PDF FORM

Step 1: Please complete ID registration form.

Step 2: Email registration form along with scanned passport photos to [ID@bisspuxi.com](mailto:ID@bisspuxi.com) by 24 January 2014.

### NOTES

- 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

### COLLECTION OF SECURITY CARDS

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](mailto: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.

Regards,

Kevin Foyle, Principal



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