



PRIORITY

"Every Child Can Learn... Every Child Must Learn"

Schools' Bulletin

ATTENTION: REGIONAL DIRECTORS, SCHOOL BOARD CHAIRMEN AND PRINCIPALS OF ALL PUBLIC AND PRIVATE INSTITUTIONS

SUBJECT: VERIFICATION OF REGISTRATION FOR 2023 PRIMARY EXIT PROFILE (PEP) – GRADE 6

Dear Colleagues,

The Ministry of Education and Youth (MoEY) is advising that the **Primary Exit Profile – Grade 6 PEP** Verification Form for each student will be available for pick up from the Regional Offices as at **December 8, 2022**. Principals are being asked to contact their respective Regions to collect same. Please be reminded that to be eligible to sit the Grade 6 PEP students must be of the stipulated age with year of birth 2010, 2011 or 2012.

Verification

For each student who was registered for the Grade 6 PEP, the Principal or his/ her designate is being asked to:

1. verify that the biographical information (name, date of birth and gender) is correct
2. verify that the school choices as submitted by the parent/ guardian are correct
3. make corrections or amendments on the student's Verification Form, by striking through the incorrect information and writing in the correct information. This must be initialed by the principal, teacher, or parent/guardian
4. submit a copy of the student's birth certificate where there are changes to name, gender, or date of birth as presented on the Verification Form
5. complete a blank Verification Form, which is in your school package, for students for whom you are not seeing a Verification Form. A copy of the student's birth certificate must be submitted.

Dr. Kasan Troupe, JP
Chief Education Officer (Acting)

-----December 2, 2022-----

6. write a comment on the student's Verification Form where he/she is no longer attending your school or will not be sitting the Grade 6 PEP 2023 examination.

Once the information is verified, parents are to sign and date the Verification Form for his/her child/ward, followed by the signature of the Principal.

If the parents are not available to sign the forms, a comment should be made on the form to this effect and then submitted with the Principal's signature only.

Deferrals/ Repeating Grade 5

The students for whom a request for deferral was received or stated to be repeating Grade 5 for the 2022/2023 academic year, and they met the age eligibility criteria, they have been removed from the List of Registrants and so would not receive a Verification Form. Please be reminded that these students are to be placed in Grade 5 and are to be registered for the upcoming Grade 5 PEP 2023 examination.

Online Portal

Please be advised that schools still have access to the PEP Online Registration System using their same login credentials. The school can access the PEP 6 2023 Verification Form for each student as well as the Registration Summary. To get access to the Verification Form, after logging in, click on the "Dashboard" Tab. Then you will be able to view and download the Verification Forms.

Deadline

All verified and signed Verification Forms must be returned to the Regional Office by **Friday, January 6, 2023.**

Schools and parents are encouraged to continue to take an active interest in students' preparation for the examination while the MoEY ensures that all systems are in place to ensure a smooth administration.

For further information or queries, you may email sauregistration@moey.gov.jm or call 876-948-9254.

Dr. Kasan Troupe, JP
Chief Education Officer (Acting)

-----December 2, 2022-----