

ONLINE ENROLMENT PROCESS HANDBOOK

This document is a guide with the steps to follow for the online enrolment process through MatricularTES that is the platform at your disposal on our website.

Do you need help right away?

If you have any doubts or are having issues with the system, you can contact us by phone:

 6767700 – Reception desk

If we cannot answer your call immediately, please leave a voice message with your full name and mobile phone number and we will get back to you as soon as possible.

Contact the Academic Secretary

If you have any further questions, please send an e-mail to the Academic Secretary at secretariaacademica@englishschool.edu.co

If you have any doubts in regard to the payment process, please send an e-mail to the Billing Area at carterates@englishschool.edu.co



Log in to MatricularTES

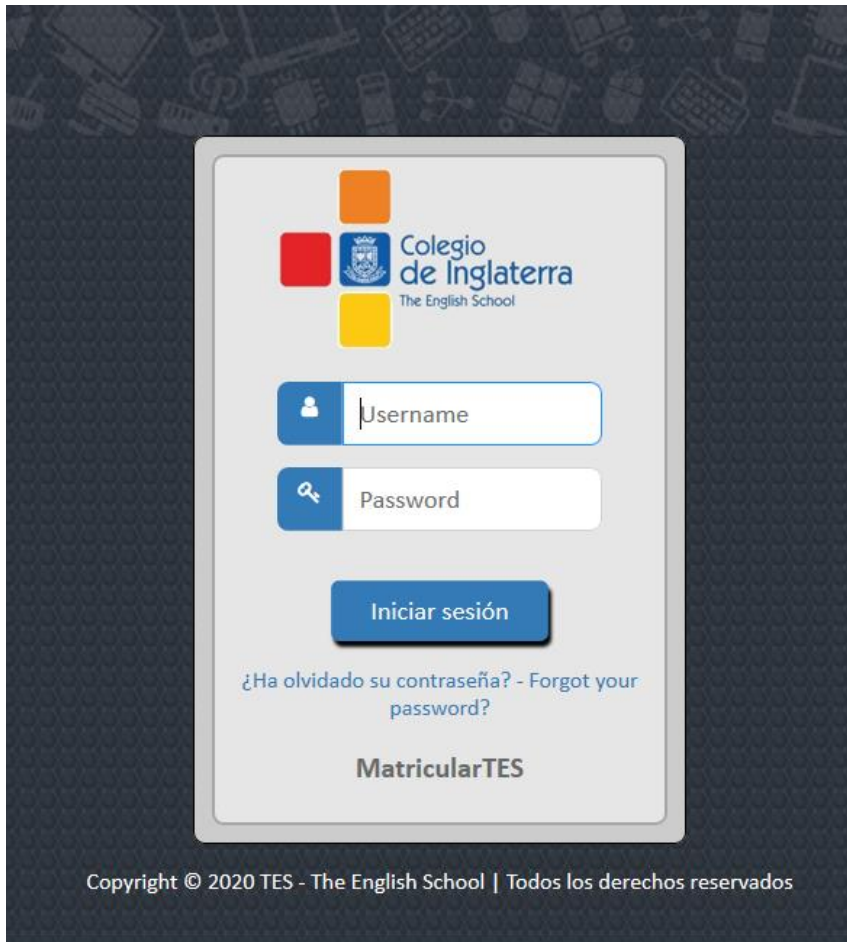
Open your preferred web browser (Microsoft Edge, Google Chrome, Mozilla Firefox or any other compatible browser).




In the address bar, type in or copy the following URL:

<https://app.englishschool.edu.co/matriculartes/>

To log in, enter the credentials that correspond to the User and Password of your institutional e-mail that has been previously assigned to you.




Colegio
de Inglaterra
The English School

Iniciar sesión

[¿Ha olvidado su contraseña? - Forgot your password?](#)

MatricularTES

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Language settings

The system will give you the option to choose in which language (Spanish or English) you want to continue the enrolment process.



Español



English

Salir

JUAN JOSE PEREZ GOMEZ



Security question

As an authentication process, answer the security question.

Select the correct option from the possible answers.



Welcome: JUAN JOSE PEREZ GOMEZ

Leave page

Please answer the following question:

Which of the following emails have you used?

- test111.mail@yahoo.com
- test111.67@hotmail.com
- test111@hotmail.com
- test111_23@hotmail.com

Reply!

- The security question will have to be answered just the first time you log in.
- Answering correctly will allow you to continue.

Data Protection Policy

On this webpage, you can accept and confirm that you agree with the Data Protection Policy.

If you agree, click on the **Accept** button. This will not be asked again.

If for any reason you disagree, click on the **Do Not Accept** button. The system will log out the session and redirect you to the login webpage.



PERSONAL DATA PROTECTION IS VERY IMPORTANT FOR US.

FUNDACION EDUCATIVA DE INGLATERRA (HERE IN AFTER "FEI") HANDLES PERSONAL DATA OBTAINED FROM ANY OWNER OF THE DATE ACCORDING TO THE PRIVACY POLICIES THAT HAVE BEEN ESTABLISHED UNDER THE PARAMETERS OF THE LAW 1581/2012.

IN ORDER TO RECTIFY AND DELETE YOUR PERSONAL DATE. PLEASE SEND A FORMAL REQUEST TO: CONTACTENOS@ENGLISHSCHOOL.EDU.CO.
OR IF YOU PREFER YOU CAN ALSO CONTACT US AT (571) 6767700 IN BOGOTA.
REVIEW OUR POLICE:
[HTTPS://WWW.ENGLISHSCHOOL.EDU.CO/IMAGES/POLITICASNEW/DATOS.PDF](https://www.englishschool.edu.co/images/politicasnew/datos.pdf)

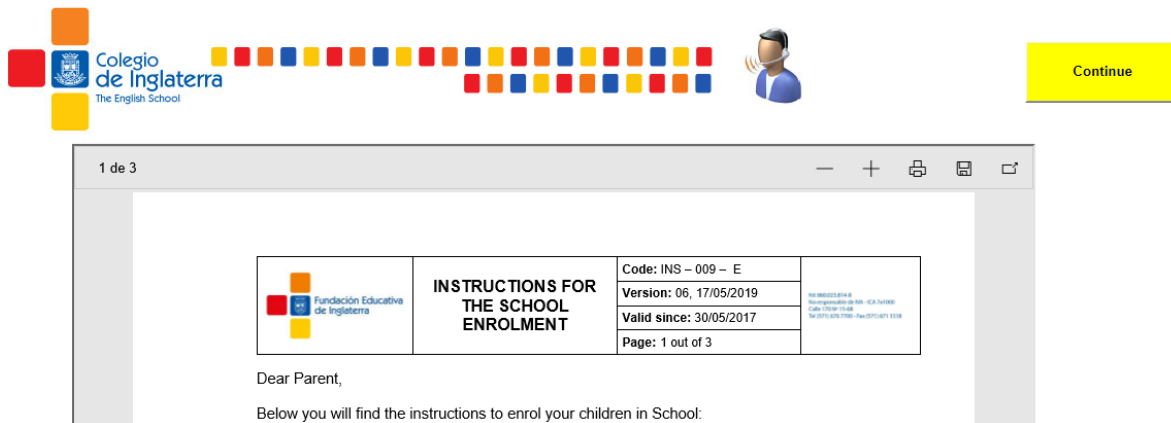
Accept

No Accept


You can download the Data Protection Policy from the school's website at: <https://www.englishschool.edu.co/english/wp-content/uploads/2019/07/PLT-028-S-TRATAMIENTO-DE-DATOS-1.pdf>

Enrolment Instructions

On this webpage, you will find, in PDF format, the enrolment process instructions for all grade levels and for all students (new or old).



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	INSTRUCTIONS FOR THE SCHOOL ENROLMENT	Code: INS - 009 - E	<small>NO REGISTRADO EN MERCADO DE VALORES Caja 10744 - 1400 Tel: 5711 526 7260 Fax: 5711 521 1318</small>
		Version: 06, 17/05/2019	
		Valid since: 30/05/2017	
		Page: 1 out of 3	

Dear Parent,

Below you will find the instructions to enrol your children in School.

We recommended reading the instructions prior to the beginning of the process in order to identify the requirements that apply to each student.

Enrolment process summary

You will find a process summary as well as a Dashboard that will allow you to do the following:

Information:

- **Pending:** It indicates that you still need to fill in a form.
- **Updated:** It indicates that the information has been updated.
- **Update (button):** It allows to update the student's information.

Documents:







- **Pending:** It indicates that one or more documents need to be uploaded.
- **Updated:** It indicates that the information has been updated or uploaded.
- **Upload (button):** It allows to upload documents.

Name:

JUAN JOSE PEREZ GOMEZ

E-mail:

test111@englishschool.edu.co

Code	Student	Information	Documents	Academic Enrolment
90111	PEREZ GOMEZ ALVARO JOSE	 UPDATED <input type="button" value="Update"/>	 UPDATED <input type="button" value="Upload"/>	<input type="button" value="Continue"/>
90112	PEREZ GOMEZ SERGIO	 UPDATED <input type="button" value="Update"/>	 UPDATED <input type="button" value="Upload"/>	<input type="button" value="Continue"/>
90113	PEREZ GOMEZ SANDRA TERESA	 PENDING <input type="button" value="Update"/>	 UPDATED <input type="button" value="Upload"/>	<input type="button" value="Continue"/>


Update the student's information


On this webpage, you can update the required information of the student. Select a category in the menu on the left and fill in the form that will appear on the right side.

User: JUAN JOSE PEREZ GOMEZ
Student: PEREZ GOMEZ ALVARO JOSE

Data Update	
STUDENT	Updated
MOTHER	Updated
FATHER	Updated
STUDENT'S GUARDIAN	Optional
RESPONSIBLE TAX	Updated
HEALTH RECORD	Updated
SPECIAL SITUATIONS	Optional
SECURITY	Updated

Continue


STUDENT

Basic Information		
	First Name:	Middle Name:
	ALVARO	JOSE
	1st Surname:	2nd Surname:
	PEREZ	GOMEZ
I.D. Card Number:	Type of I.D.:	Place of issue:
22222222	[SELEC] v	VARIOS
Sex:	Date of birth:	Nationality:
Masculino	enero 1, 2008	COLOMBIANO
Blood Type and RH:	Check Blood Type And RH:	
A + v	A + v	

Each category of the menu will show one of the following status:

- **Optional:** You can continue the process even if you omit this category.
- **Pending:** You cannot continue the process until this category is completed.
- **Updated:** The category has been completed.


Uploading documents

On this webpage, upload all the required documents.

Select the category in the menu on the left and upload the documents in the section that will appear on the right side.

User: JUAN JOSE PEREZ GOMEZ
Student: PEREZ GOMEZ SANDRA TERESA

Cards ID	
Student	Uploaded
Mother	Uploaded
Father	Uploaded



I.D. Card No. 22222222

Name and Middle Name SANDRA TERESA

Surnames PEREZ GOMEZ

Certificate of good standing

(accepted formats: .png, .jpg or .pdf)

No file Selected.

✓ Save

🗑 Delete

Health Area Documents	
EPS	Optional
Medical Certificate	Optional
Audiometric Examination	Optional
Optometric Examination	Optional
Vaccination Card	Optional

Other Documents	
Certificate of good standing	Uploaded
Certificate of good behaviour	Pending

Continue

Each category of the menu will show one of the following status:

- **Optional:** You can continue the process even if you omit this category.
- **Pending:** You cannot continue the process until this category is completed.
- **Updated:** The category has been completed.

Generating contracts

When you finish updating the student information and uploading all the required documents, click on the Continue button. The system will create the services contracts and other enrolment documents.

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BY THE

Name: JUAN JOSE PEREZ GOMEZ


E-mail: test111@englishschool.edu.co

Code	Student	Information	Documents	Academic Enrolment
		✓ UPDATED date	✓ UPDATED Upload	Continue
		PDATED date	✓ UPDATED Upload	Continue
		ENDING date	✓ UPDATED Upload	Continue

Generating Contracts. Please wait!



Exit



Read and accept the contracts

Step 1: The system displays the contracts generated and available.

Step 2: Open the documents and accept the documents.

Step 3: A notice of completion and acceptance of the process as well as of the terms and conditions of the contracts will appear.

1


Files:

	Doc	Leído	Aceptado
View	ACT-ACTA_DE_MATRICULA	Read	Accepted
View	CONS-INFORMADO	Read	Accepted
View	FIC-FICHA_SALUD	Read	Accepted
View	MAT-CONTRATO MATRICULA 2	Read	Accepted
View	PROTOCOLO DE SEGURIDAD	Read	Accepted

Continue

2

Accept each document.

	ACTA DE MATRÍCULA	Código: FMT - 099 -	<small>No. 860.023.814-8 No responsable de IVA - ICA 7x1000 Calle 125 No 15-48 Tel (57) 671 6700 - Fax (57) 671 1318</small>
		Versión: 09_15/05/2017	
		Vigente desde: 13/05/2016	
		Página: 1 de 1	

AÑO LECTIVO 2017 - 2018				MATRICULA No. _____		
Se matricula para el grado:	SEGUNDO	CÓDIGO FAMILIA:	9001	CÓDIGO ALUMNO:	90111	
ALUMNO:	PEREZ GOMEZ ALVARO JOSE					
IDENTIFICACIÓN:	2222222	FECHA DE NACIMIENTO:	1	1	2008	
LUGAR DE NACIMIENTO:	COLOMBIA	NACIONALIDAD:	COLOMBIANO			
DIRECCIÓN:	CALLE 1 CRA 1 N°1-1	TELÉFONO:	2222222			
NOMBRE DEL PADRE:	JUAN JOSE PEREZ GOMEZ					
DIRECCIÓN RESIDENCIA:	CALLE 165B N°14-07					
DIRECCIÓN OFICINA:	CALLE 165B N°14-07					
IDENTIFICACIÓN:	111111	TELÉFONO CASA:	4694294			
EMAIL:	test111@hotmail.com	CELULAR:	3015701681			
EMPRESA:	TES	CARGO:	PROGRAMADOR			

I have read and accept the terms and conditions of this document

3

Final step - Completion.

Este sitio dice...

Are you sure that you wish to finish the process? Please remember that once you finish the process, you cannot make any changes to the information you have included. Are you sure?

Aceptar

Cancelar

Printing and final uploading

At the end of the process, you will find the Enrolment Summary and Informed Consent. These documents must be downloaded, printed and signed.

Step N°1. Files for Printing:

	Document
Download	CONS-INFORMADO
Download	RES-RESUMEN_MATRICULA-2-4

The last step is to upload the signed documents back to the system.

Step N°2. Files required to upload to the system:

Enrolment summary

Once the Enrolment Summary has been printed, signed and digitised, it must be uploaded to the system.

🔍

No file Selected.

✔

🗑️

Payments

To pay for the enrolment fee, download the invoice and pay it directly at a bank office or you can also pay it online (PSE).



Descargue su recibo de matrícula [Aquí...](#)



[Pague su recibo de matrícula aquí](#)

Salir

END OF THE ONLINE ENROLMENT PROCESS HANDBOOK