

DIEGO MARTIN CENTRAL SECONDARY SCHOOL

WENDY FITZWILLIAM BOULEVARD
DIAMOND VALE
DIEGO MARTIN
TRINIDAD W.I.



PHONE: (868) 637-3419
email: diegosec@gmail.com

7th November, 2023

Dear Parents and Guardians,

We at Diego Martin Central Secondary are constantly striving to improve your child's academic progress as well as his/her social and emotional wellbeing.

As we continue to work with each other towards greater communication between school and parent, our new school management information system is up and running. Each parent can now login and update his/her child's personal records. This process should be completed by Friday 17th November 2023. Please read hereunder to find out how this can be done.

A. Before updating the Registration Form, you should have available for upload

1. Birth certificate of child and affidavit where needed
 - Proof of citizenship if he/she is a national born outside of Trinidad and Tobago
 - Valid student permit and any relevant documents if he/she is a non-national.

The documents are to be scanned and uploaded in the respective sections.

STAGE ONE

B. Hereunder are some guidelines for updating school's registration form:

1. To update the online registration form, parents should visit the website <https://diegomartincentral.net>
2. On the home page, select STUDENT PORTAL.
3. Click on **FIRST TIME LOGIN CLICK HERE! You will be instructed to** Insert your child's **Birth Certificate PIN** in the space and click on login. Next the page will ask you to create a password and confirm it. Please use a password that you will remember and keep it secure because this will be needed for future logins. Next a page will pop up with your child's Student ID. Write it down and keep it safe. For all subsequent logins you will use your student ID along with the password you created.
4. You will then be taken to the EDIT/ VIEW REGISTRATION page. Click on it. The online document is divided into six sections:

1. Student Data
2. Family Data
3. Medical Data
4. Other Data
5. Upload Documents
6. Completed

Complete each section by ensuring that you scroll to the bottom of the page. When you complete one section, select the next section from the option bars located at the top right hand side of the page.

HELP DESK: 493-3238 Mr.Bute, WHATSAPP messages only.

All the best as we continue to be partners in education.

Yours sincerely,

Desner Corria-Paul
Principal (Ag.)

Principal
DIEGO MARTIN CENTRAL
SECONDARY SCHOOL