



## **School Registration Guide**

Dear Parents,

As this year the school registration cannot take place together with the teachers at the school, you will find some information here that will be useful for completing the forms. All forms can also be found on our website.

**Return date for completed forms: 5 March, 2021**

### 1. Forms to send back and copy:

#### Registration form:

- Please check that the information already provided is correct.
- Please fill in any missing information.
- Please leave the point „Vorgelegte Urkunden“ (submitted documents) blank.
- Please do not forget to sign and date the form.
- „Aufnahme in die Schule“ (Admission to the school) will be completed by the school.

#### Blue form

- To point 2: If your child is non-religious or belongs to a religious community other than Protestant or Catholic and still wishes to attend the religious education class, please download the appropriate application form from our homepage.

#### Declaration of consent (orange form)

- Please give us your consent so that we can exchange information with the kindergarten if necessary.

#### Joining the “Friends of the Friedrich-Rückert School” Association (yellow form)

- - Our “Friends of the Friedrich-Rückert School” Association has been in existence now for two years. Please support us with a membership contribution ( € 2 per month) or with your cooperation!

Please include copies of the following documents:

- Birth certificate or family register
- Certificate from the Gesundheitsamt (Public Health Authority) confirming that the child is medically fit to attend school (if this has not yet been done, the certificate can be submitted by the end of this school year).
- Certificate of measles vaccination
- Possible documents on the right of residence and/or legal custody.
- For foreign children: Passport

## 2. Forms as required:

Application for

- Early admission, deferral and exemption from compulsory education
- All-day school (Ganztagesklasse)
- Voluntary participation in a religious education class for children who wish to attend Protestant or Catholic religious education class but are either non-religious or belong to another religious community.
- Consultation by the school's guidance counsellor in cases of uncertainty regarding readiness for school.

## 3. [General information about school registration](#) (Please click!)

## 4. Telephone consultation hours

- If you still have questions about early admission, deferrals, and exemption from compulsory education, you can contact us by phone at the following times:

On 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> March from 11.30 am bis 1 pm  
933085-14 or 933085-15 or 933085-17

- If you still have questions about the all-day school (Ganztagesklasse), you can contact us by phone at the following times:

On 1<sup>st</sup> March from 11.30 to 1 pm  
0171 3824048

With best regards,  
Andrea Gerhardt, Rin