

## PRE-REGISTRATION SCHOOL YEAR 2021-2022

Dear Family,

We're writing to inform you about the guidelines for the pre-registration process for the school year 2021-2022. **This year the procedure has to be done ONLINE.**

**Once you have read all the instructions, if you have any doubts or you are having problems with the online procedure, please do not hesitate to contact us, and we will be pleased to assist you in person in our school and help you step by step. If you would like some personal assistance, we kindly request you call to set up an appointment at (+34) 932123499 from 9am to 6pm.**

Please scan all the requested documents (see below) and have them saved on your mobile device.

### **DEADLINES FOR SUBMISSION OF APPLICATIONS:**

- **KINDERGARTEN & PRIMARY EDUCATION:** March 15th to March 24th
- **SECONDARY EDUCATION (ESO):** March 17<sup>th</sup> to March 24th

### **STEPS:**

- Please go to: <https://preinscripcio.gencat.cat/ca/inici/>
- Click on the school years to which you want to apply: Infant Education (3-6 years old), Primary Education (6-12 years old) or Secondary (ESO 12-16 YEARS).
- In section 2 please go to "Apply for preregistration"
- You will be able to choose between two types of submissions:

### **OPTION A: COMPUTER FORMAT (WITHOUT DIGITAL CERTIFICATE)**

1. Please fill out the application form.
2. John Talabot's code is: **08032099**
3. Student Identification Code - **RALC** - Register Number of Students of Catalonia -
  - a. Not required for P3 (kindergarten 3 years): leave it blank.
  - b. If you are applying to other grades, and your son /daughter is already in a Catalan school, the current school must give you this number.
  - c. If you are applying to other grades, and your son /daughter is currently in a School out of Catalunya please leave it blank.
4. Please attach all required personal documents (previously scanned):



## DOCUMENTS REQUIRED:

- **Family book or other documents related to affiliation.**
- **DNI of the father or mother or guardian of the student.** If you are a foreigner, you will need the **residence card** with the **NIE** or **passport**, or if you are a member of the European Union, attach the **identity document of the country of origin.**
- **In order to justify that the family's home is within the educational area of the school you need the student's certificate of cohabitation,** which can be requested at the City Hall. This certificate must state the address and prove that the student lives at least with the father or mother.
- **In order to justify the proximity of the workplace of the father, mother or legal guardian** to the school:
  - In the case of being **employed**, you need the work contract or a certificate issued by the company.
  - In the case of being **self-employed**, the Tax Agency model 036 or 037 must be submitted, stating the address at which the activity is carried out.

## **OPTION B: ONLINE APPLICATION FORM (WITH DIGITAL CERTIFICATE):**

1. You may choose this option only for those with a Digital Certificate such as electronic ID, Cl@ve, IdCat, etc.
2. If you don't have any of the above, you may create one **IdCat Mòbil** at <https://idcatmobil.seu.cat/> where you will find all steps to take.
3. Once you enter your Digital Certificate, you can start filling out your application for a school place.
4. The following data will be required:
  - a. John Talabot's code is: **08032099**
  - b. Student Identification Code - **RALC** (Register Number of Student)
    - i. Not required for P3 (kindergarten 3 years): leave it blank
    - ii. If you are applying to other grades, and your son /daughter is already in a Catalan school, the current school must give you the number.
    - iii. If you are applying to other grades, and your son /daughter is currently in a School out of Catalunya please leave it blank.

**Please feel free to contact us and we will be pleased to help you.**