DIGIT all 4 MIGRANTS

TOOLKIT 4 DIGITAL KNOWLEDGE

Project Result 2: Toolkits of knowledge transfer to address the common digital needs for each partner

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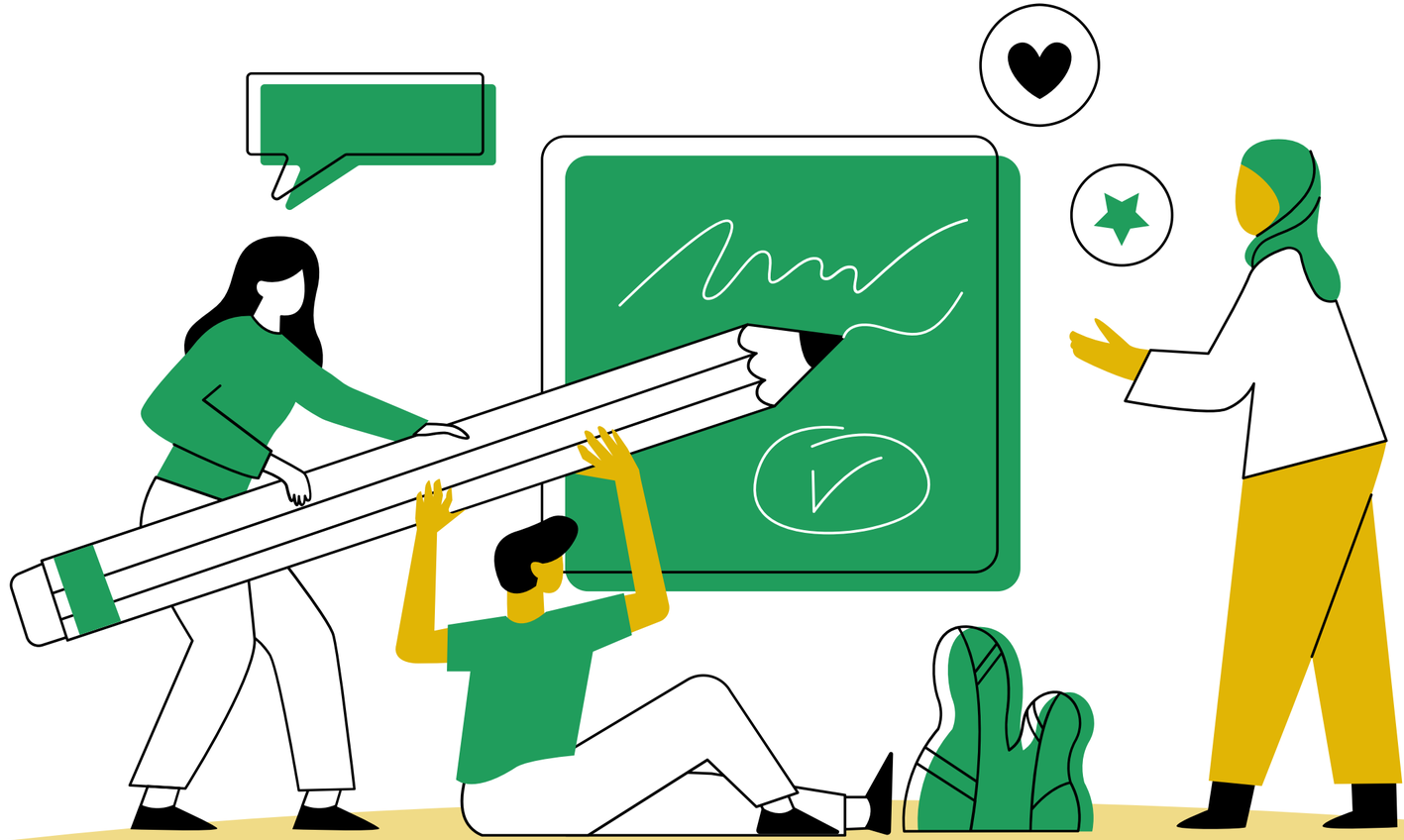
Asociación PROGESTIÓN

Co-funded by the European Union

ENROLMENT OF KIDS AT SCHOOL

1. WHERE TO DO IT
2. WHEN TO DO IT
3. HOW TO DO IT



WHERE CAN YOU DO IT?

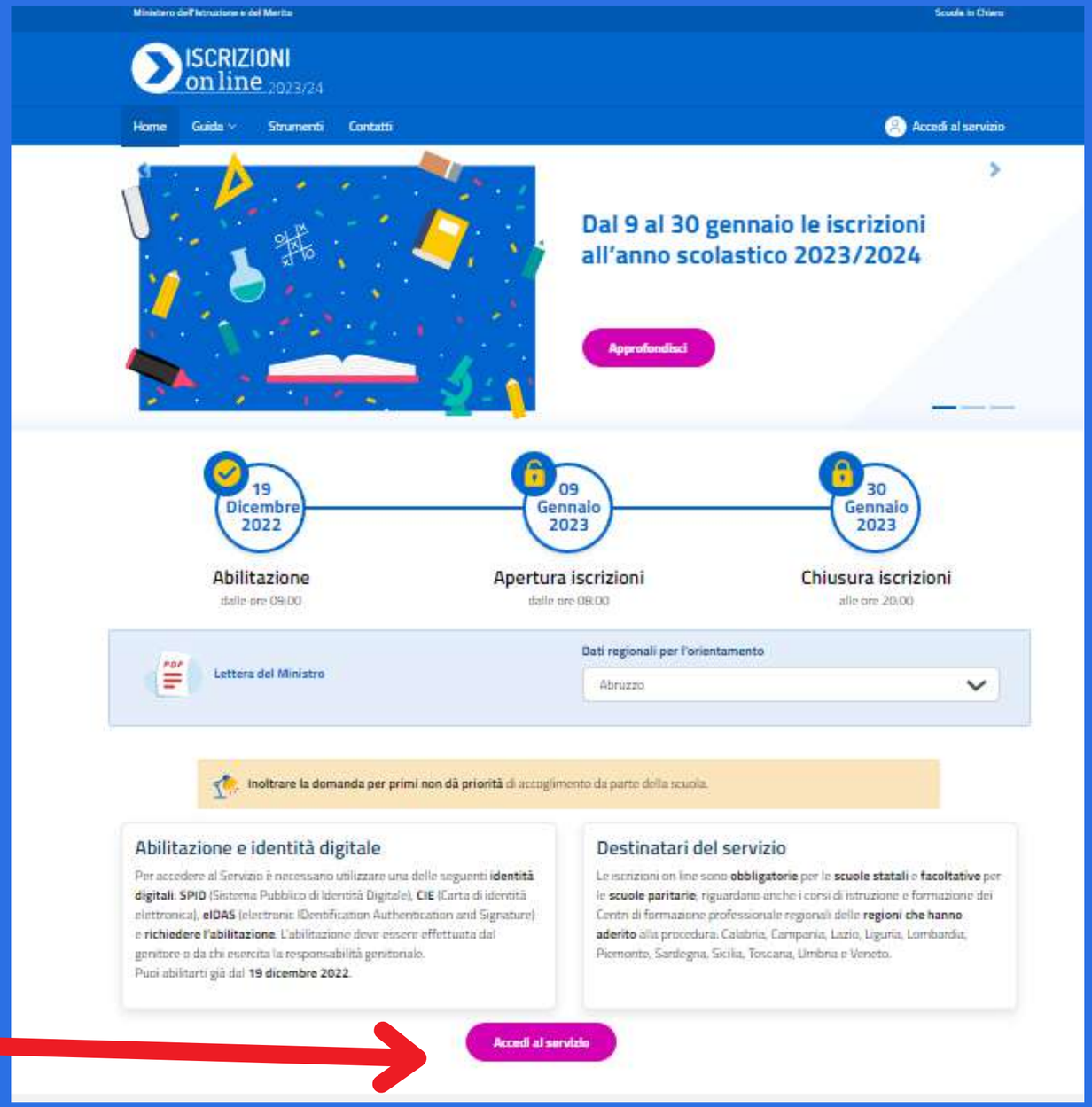
ONLINE REGISTRATION IS IMPORTANT BECAUSE IT IS THE WAY TO ENROL YOUR KIDS AT SCHOOL

IN ORDER TO FILL IN THE APPLICATION FORM YOU NEED TO ACCESS, MEANING ENTER, THE WEBSITE

www.istruzione.it/iscrizionionline

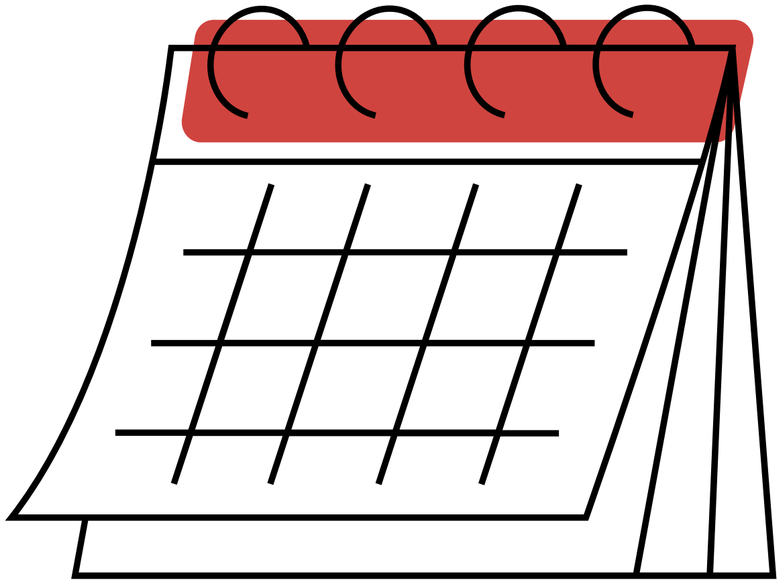
AND CLICK THE BUTTON:

ACCEDI AL SERVIZIO



WHEN CAN YOU DO IT

YOU CAN USUALLY ACCESS THE REGISTRATION PAGE IN DECEMBER IN ORDER TO START UPLOADING THE REQUESTED DATAS.
IN JANUARY REGISTRATIONS OPEN AND CLOSE.
THE ONLINE REGISTRATION SERVICE IS ACTIVE EVERY DAY, 24 HOURS



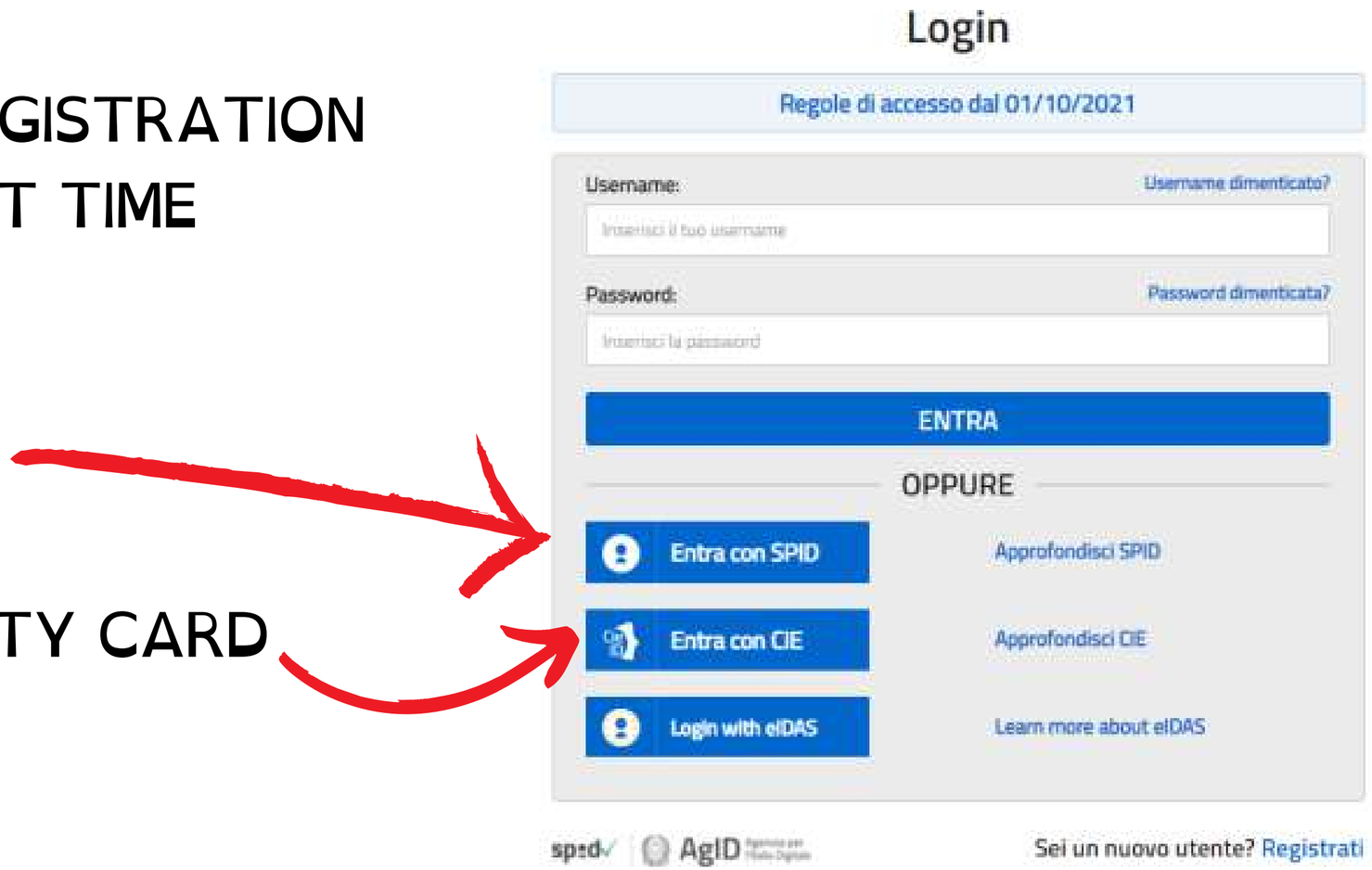
BE CAREFUL!
CHECK THE DATES
BECAUSE THEY CHANGE
EVERY YEAR

WHAT DO YOU NEED

TO ACCESS THE REGISTRATION PAGE FOR THE FIRST TIME YOU NEED

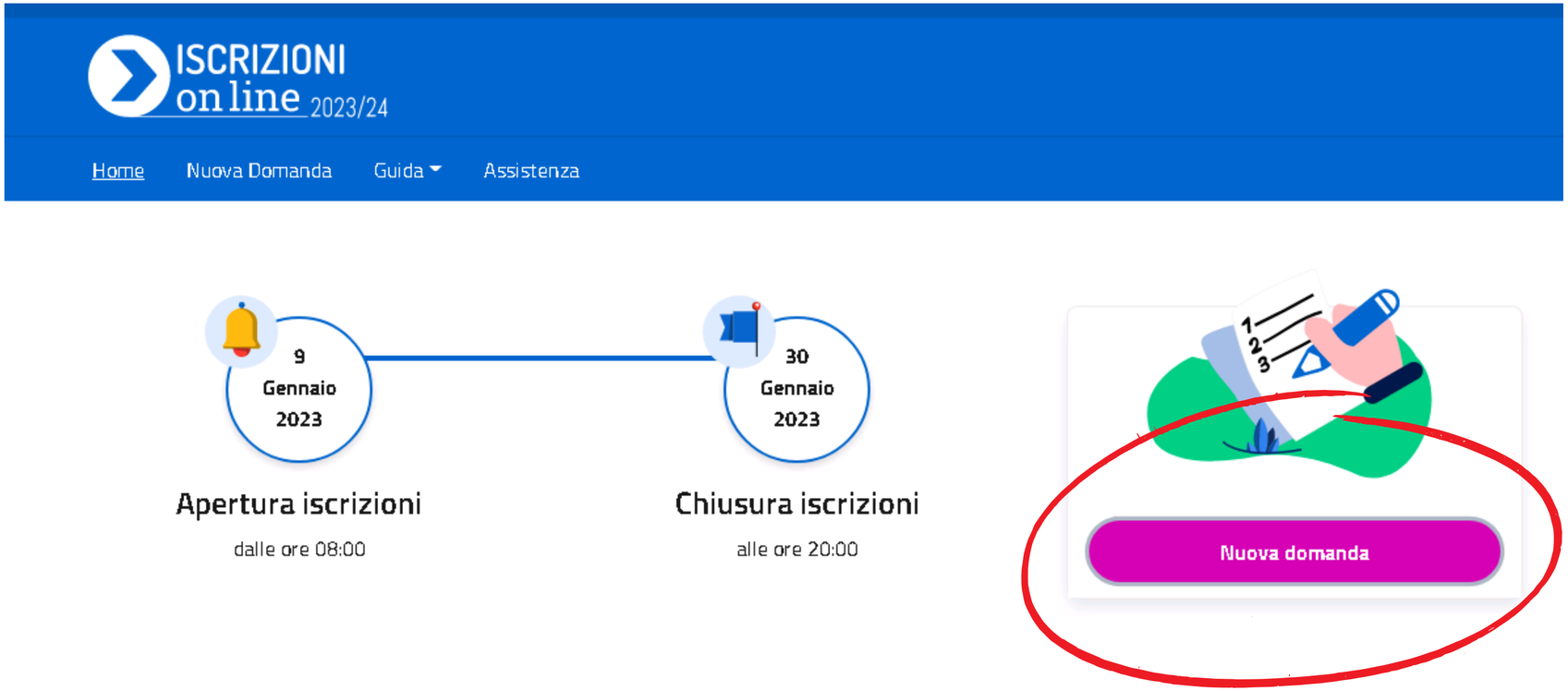
- YOUR SPID
- AND/OR YOUR

ELECTRONIC IDENTITY CARD



HOW CAN YOU DO IT

YOU NEED TO CLICK ON THE BUTTON: **NUOVA DOMANDA**



REMEMBER TO FILL IN ONE APPLICATION PER EACH SON OR DAUGHTER YOU HAVE

YOU WILL BE ASKED TO WRITE INFORMATION ABOUT:

- THE STUDENT, MEANING YOUR SON OR DAUGHTER
- THE FAMILY
- THE SCHOOL
- CONCLUSION

AFTER INSERTING THE INFORMATION CLICK THE BUTTON Salva e continua

BE CAREFUL! SOME INFORMATION CAN BE MODIFIED ALSO LATER, WHILE OTHERS CANNOT BE CHANGED AFTER

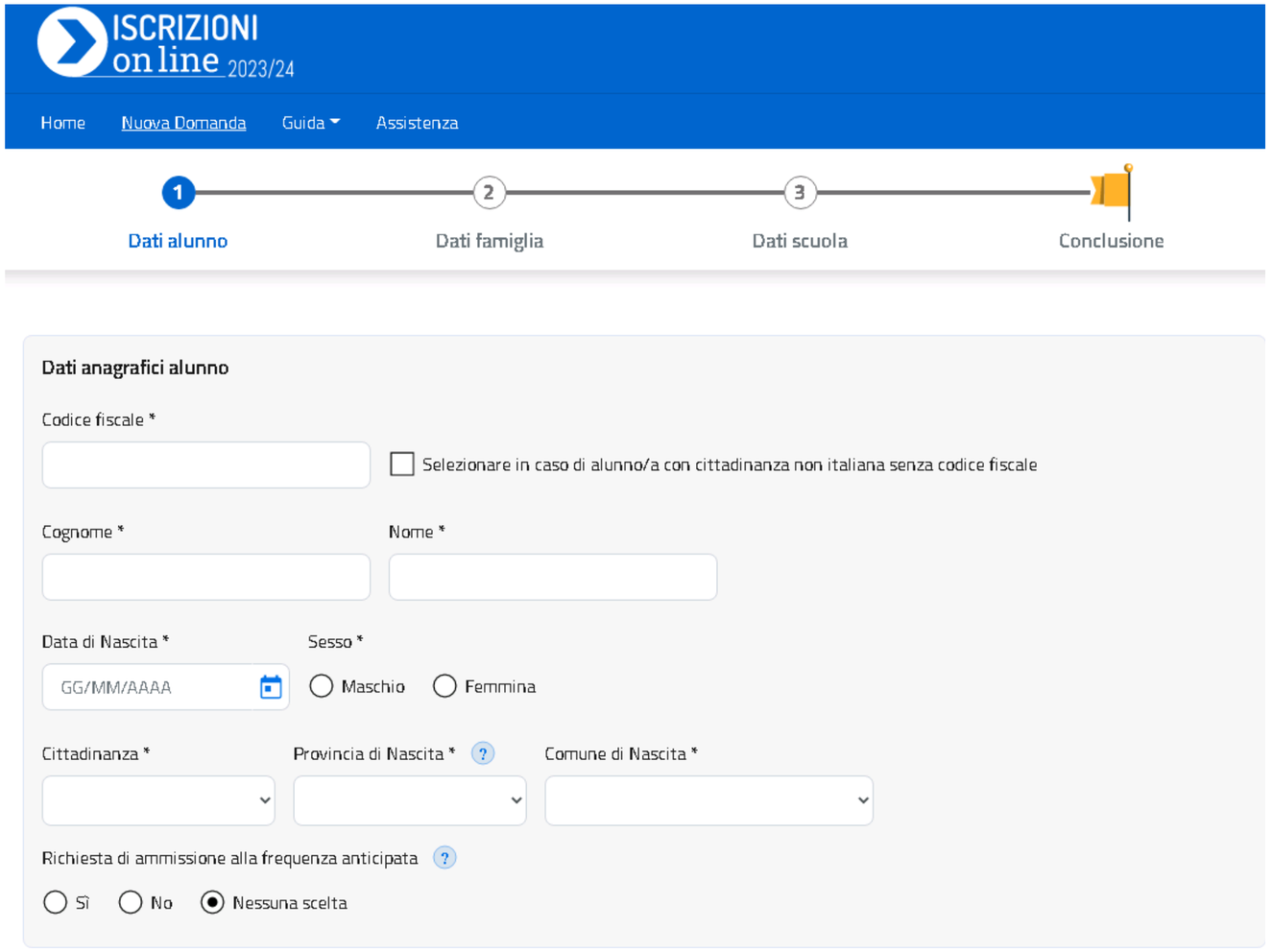
LET'S HAVE A LOOK AT ALL THE REQUESTED INFORMATION

THE STUDENT

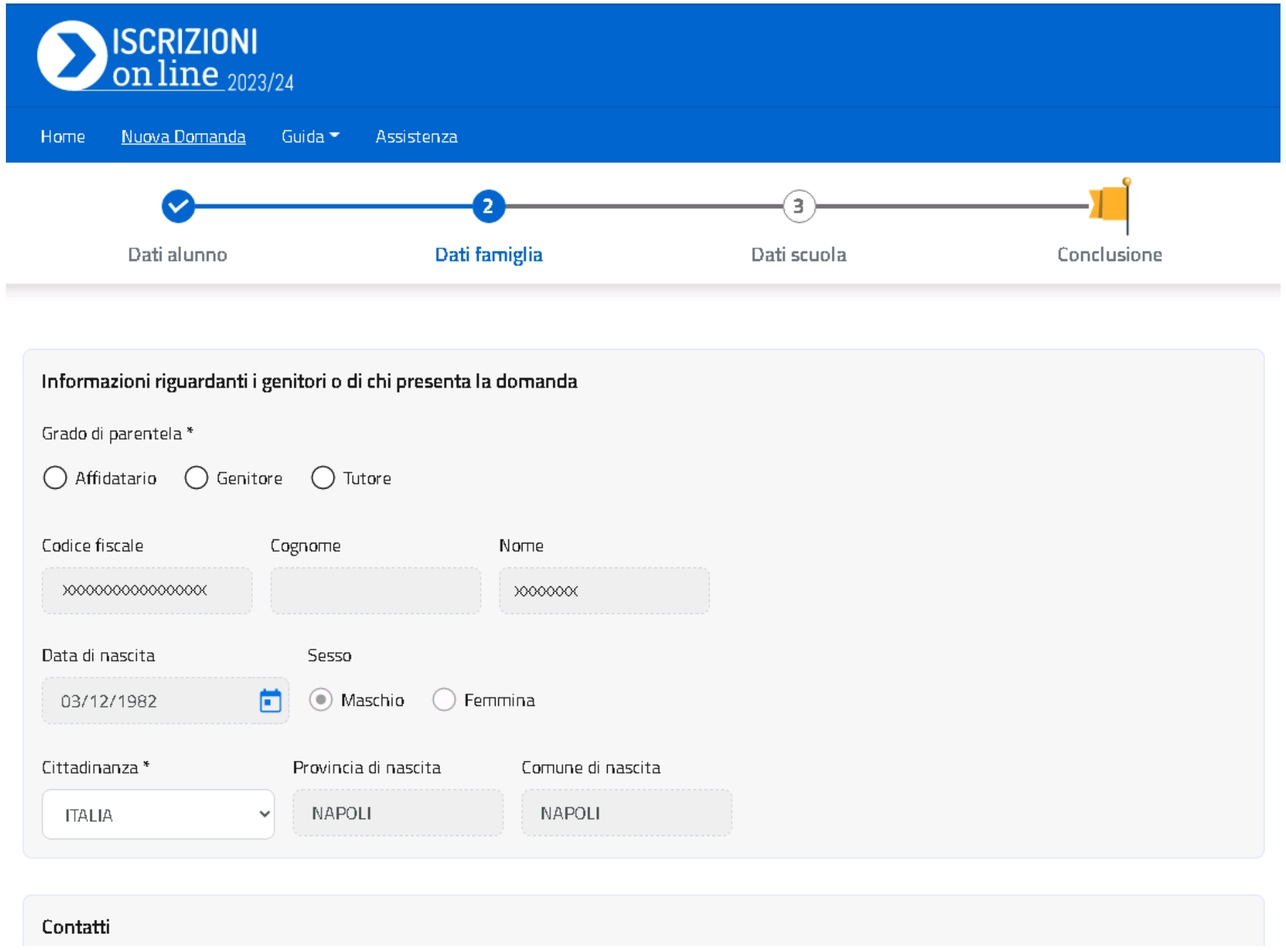
HERE YOU CAN INSERT YOUR SON OR DAUGHTER DATA (CODICE FISCALE, SURNAME, NAME, PLACE AND DATE OF BIRTH, SEX, CITIZENSHIP).

AFTER YOU CLICK **SALVA** YOU CANNOT MODIFY THE CODICE FISCALE AND THE DATE OF BIRTH; IF YOU NEED TO UPDATE THEM YOU HAVE TO CANCEL THE **DOMANDA (APPLICATION)** AND MAKE A NEW ONE

CODICE FISCALE IS CORRECT BUT THE SYSTEM REPORTS THAT IS NOT ALIGNED WITH THE SIDI SYSTEM.
IN THIS CASE CALL OR WRITE TO THE SCHOOL YOUR KID IS ATTENDING AND REPORT THE PROBLEM



THE FAMILY



THE SYSTEM ALREADY REPORTS THE DATA PROVIDED DURING THE REGISTRATION PHASE TO THE SERVICE.
CHECK THEM CAREFULLY!
IN CASE YOU WANT TO CHANGE OR ADD SOMETHING, YOU CAN DO IT BY ACCESSING THE PAGE

Aggiorna dati di abilitazione del servizio

THAT YOU CAN FIND UNDER THE USERNAME, AT THE TOP OF THE PAGE ON THE RIGHT.
AFTER THIS YOU CAN CLICK **SALVA E CONTINUA** AND GO TO THE NEXT STEP

THE SCHOOL

IN THIS SECTION YOU CAN CHOOSE THE SCHOOL: YOU HAVE TO CHOOSE THE FIRST SCHOOL (PRIMA SCUOLA). IF YOU WANT YOU CAN ADD TWO MORE OPTIONS: THE SECOND OR THIRD SCHOOL. IF THERE IS NO AVAILABLE PLACE IN THE FIRST ONE YOU MIGHT FIND PLACES IN THE OTHER TWO SCHOOLS

IF YOUR SON OR DAUGHTER IS 13 YEARS OLD OR MORE YOU CAN CHOOSE A CENTRO DI FORMAZIONE PROFESSIONALE (VOCATIONAL TRAINING CENTRE)

THE SCHOOL CODE

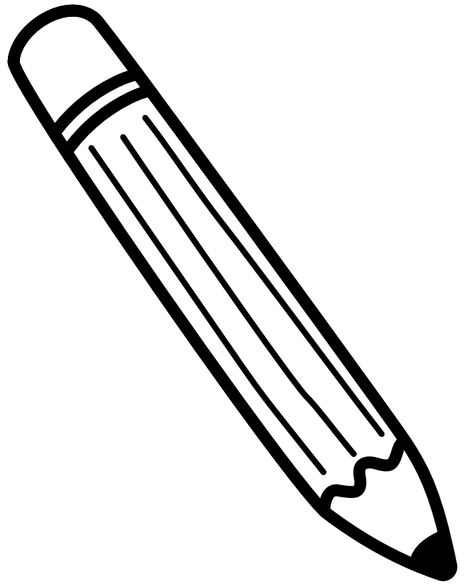
YOU NEED TO WRITE THE CODE OF THE SCHOOL (CFP) YOU WANT TO CHOOSE

IF YOU DON'T KNOW THE CODE OF THE SCHOOL, CLICK ON **SCUOLA IN CHIARO** AND LOOK FOR IT

AFTER FILLING IN THE COMPULSORY DATA IN THE SCHOOL SECTION YOU MIGHT BE ASKED FOR FURTHER OPTIONAL DATA REQUESTED BY THE SCHOOL. COMPLETE THE SECTION AND THEN CLICK ON THE BUTTON SALVA E CONTINUA.

BEFORE SAVING YOUR OPTIONS CHECK CAREFULLY IF EVERYTHING IS FINE OR IF YOU WANT TO CHANGE SOMETHING

AFTER YOU FILL IN THE SCHOOL DATA YOU CAN:



- SAVE THE DATA AND LOG OUT FORM THE SERVICE.
  IN THIS WAY YOU WILL NOT FORWARD, MEANING SEND, THE REQUEST.
  YOU WILL BE ABLE TO FINISH THE COMPILATION OF THE APPLICATION IN ANOTHER MOMENT.

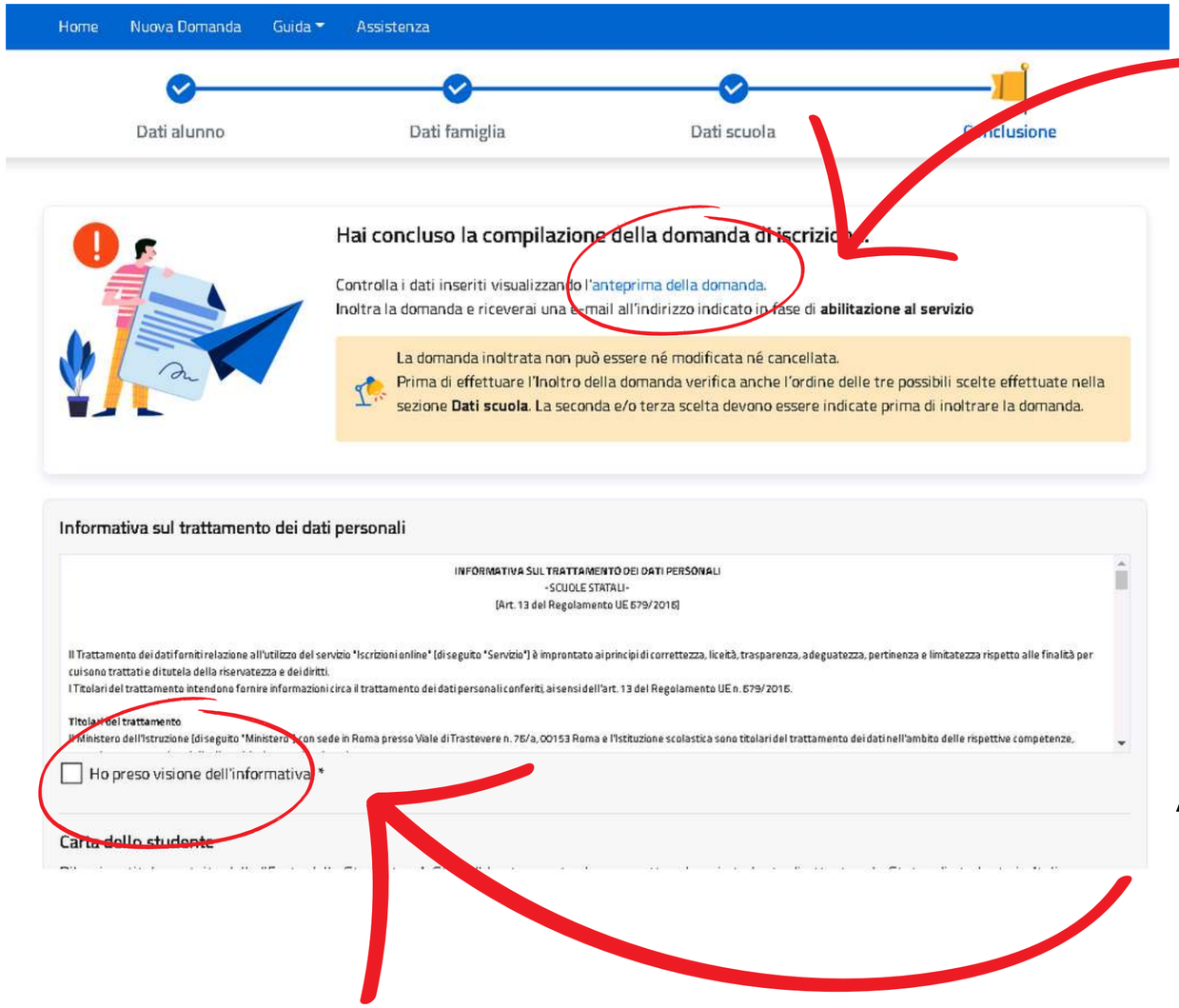
OR

- CLICK ON **CONTINUA** IN ORDER TO FINISH THE PROCEDURE

THE CONCLUSION

AT THE **CONCLUSIONE** PAGE YOU CAN END YOUR APPLICATION AND FORWARD IT, MEANING SUBMIT AND SEND IT.
ONCE YOU SUBMIT THE APPLICATION, YOU CANNOT MODIFY THE INFORMATION ANYMORE.

IF YOU WANT TO MODIFY, MEANING CHANGE SOMETHING, YOU NEED TO CONTACT THE SCHOOL THAT YOUR KID IS ATTENDING AND ASK FOR THE **RESTITUZIONE ALLA FAMIGLIA (RETURN TO THE FAMILY).**
AFTER THIS YOU WILL BE ABLE TO CHANGE THE DATA AND WILL HAVE TO SUBMIT THE REQUEST AGAIN.
THE MODIFIED DATA WILL ALSO BE SENT TO THE E-MAIL ADDRESS YOU HAVE PROVIDED



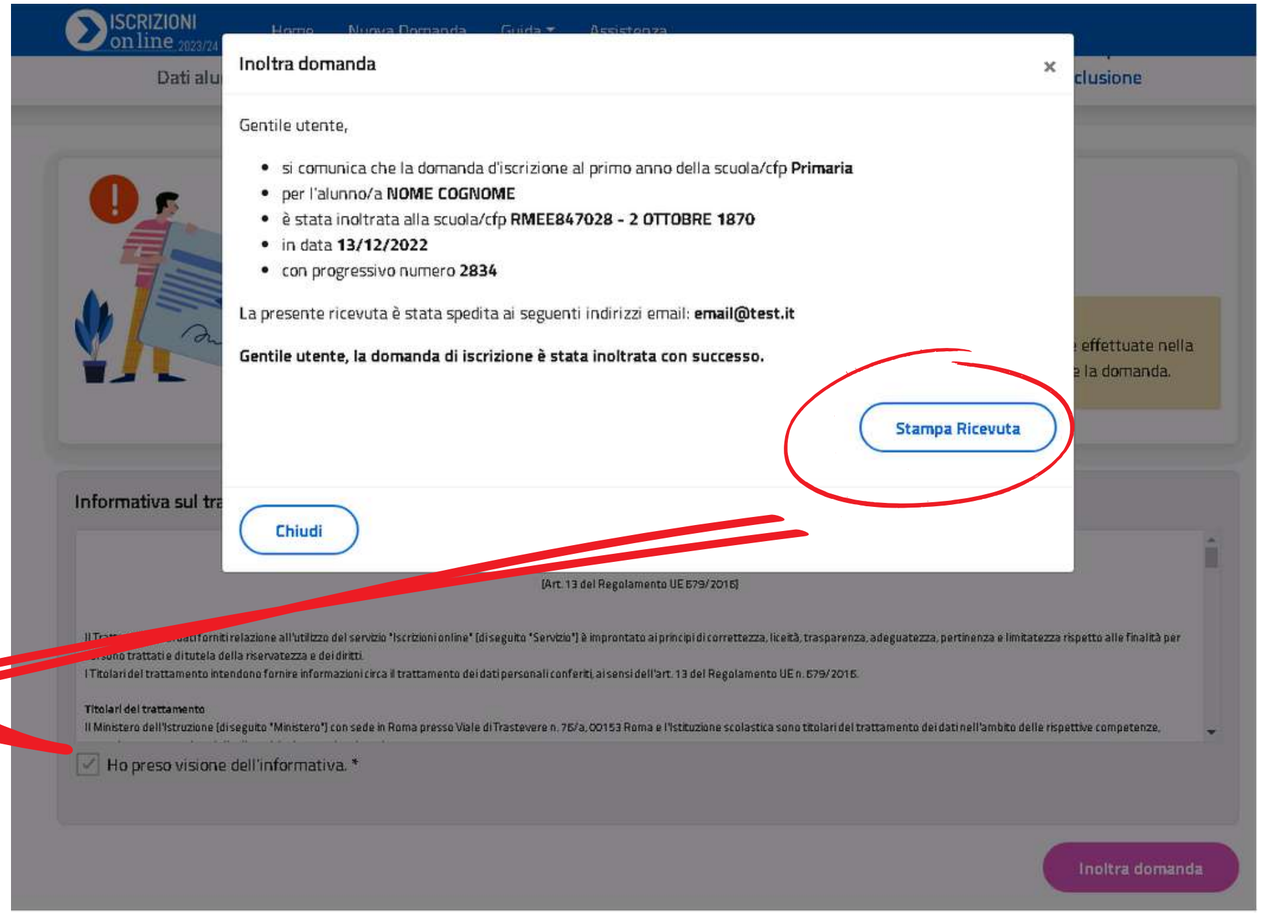
IMPORTANT!
HERE YOU CAN SEE THE PREVIEW AND CHECK ALL THE DATA

CLICK HERE TO READ AND/OR ACCEPT THE INFORMATION ABOUT THE SCHOOL YOU HAVE CHOSEN AS THE FIRST SCHOOL. SEND THE APPLICATION.

IF YOU CLICK THE BUTTON Inoltra domanda (SUBMIT APPLICATION) THE PROCEDURE WILL BE COMPLETED AND THE APPLICATION WILL BE SENT.

AFTER YOU SENT THE APPLICATION THE SERVICE WILL SEND YOU A CONFIRMATION PAGE WITH ALL THE DETAILS

HERE YOU CAN PRINT THE RECEIPT!
THE RECEIPT WILL ALSO BE SENT TO THE E-MAIL ADDRESS YOU HAVE PROVIDED.
REMEMBER IT IS IMPORTANT TO PRINT IT OR SAVE IT!



WHAT ARE THE DIFFERENT STATUS THAT YOU CAN FIND RELATED TO YOUR APPLICATION?

INCOMPLETA (INCOMPLETE). SOME DATA ARE MISSING: INFORMATION ABOUT STUDENT, FAMILY OR SCHOOL

IN LAVORAZIONE (IN PROGRESS): THE APPLICATION IS READY TO BE SENT. CHECK THAT ALL THE INFORMATION ARE CORRECT

INOLTRATA (FORWARDED): THE APPLICATION HAS BEEN SENT

ACCETTATA (ACCEPTED): THE SCHOOL ACCEPTED THE APPLICATION

SMISTATA AD ALTRA SCUOLA: APPLICATION FORWARDED TO THE CHOSEN SCHOOL OR TO ANOTHER ONE AS INDICATED IN THE OPTIONS

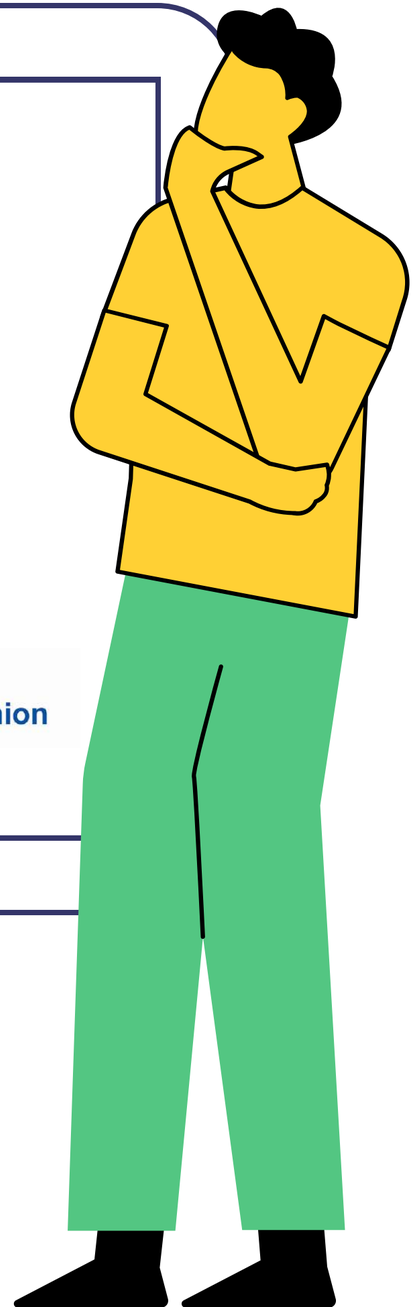
IT HAPPENS WHEN THE SCHOOL ASKS FOR MORE INFO OR WHEN THE FAMILY ASKS TO CHANGE SOME DATA: IN THIS CASE APPLICATION NEEDS TO BE COMPLETED, CHECKED AND FORWARDED ANOTHER TIME

THANK YOU!

DIGIT all 4 MIGRANTS

KISTA FOLKHÖGSKOLA

consorzio l'arc laio

Asociación PROGESTIÓN

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