

# ONLINE STUDENTS REGISTRATION

Applications for School Year 2018 - 2019

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## COMPILATION GUIDE

## Registration access

The service is accessible from the home page or from the education of the regional site [www.regione.vda.it](http://www.regione.vda.it).


To access the service, one of the parents or the person in charge of the child must have activated (if not previously done) his/her Carte Vallée (Health Card / National Services Card TS-CNS) by going to one of the enabled USL counters of the region listed at the following address:

[http://www.regione.vda.it/carta\\_regionale\\_servizi/contatti/default\\_i.asp](http://www.regione.vda.it/carta_regionale_servizi/contatti/default_i.asp).

Parents must go to the counter equipped with Carte Vallée, a valid ID and an email address.

After the activation of the Carte Vallée (TS-CNS), the parent or the person in charge of the child can access the service through the following log in page



**Autenticazione con Smartcard**  
inserire la carta nel lettore e  
premere il bottone "SMARTCARD"

SmartCard

**Accedi con Lista codici**

**Utente**

**Password**

**Codici** 48:  43:

Login

[Cambia password](#)

Log in with Smartcard

Insert the card into the reader and press the SMARTCARD button

Access with codes list

USER PASSWORD CODES CHANGE PASSWORD


The parent or person in charge of the child must log in using one of the following procedures:

- By using certified credentials (Tax Code - Password) and security card: in this case, access is through an *account*, consisting of a *username* (corresponding to the Tax Code) and a *password* (sent by email following the activation of the card) and through the Security Card codes.

**Accedi con Lista codici**

<b>Utente</b>	<input type="text"/>
<b>Password</b>	<input type="password"/>
<b>Codici</b>	<div>1: <input type="text"/></div> <div>50: <input type="text"/></div>

- By using the health card / regional services card: in this case you must install the smart card reader received upon activation of the card and use the health card with the PIN supplied during activation (for more information see the following link:  
[http://www.regione.vda.it/TesseraSanitaria\\_CartaNazionaledeiServizi/attivazione/default\\_i.asp](http://www.regione.vda.it/TesseraSanitaria_CartaNazionaledeiServizi/attivazione/default_i.asp)).



**Autenticazione con Smartcard**  
 inserire la carta nel lettore e  
 premere il bottone "SMARTCARD"

- Warning: please note that the student's Carte Vallée cannot be used to access the system. Parents or the person in charge must use their own card.

## Creation of the registration form

After accessing the system through the log in page, you will see the page for the creation of the registration form.



**Service available from 15/01/2018 (h.: 08:00:00 ) to 10/02/2018 (h.: 20:00:00 )**



**Creation of entries**

Pupil's name	School	Stage of registration	Progress	Date of creation
No registration entered				

Filling in and forwarding of the school registration form are effected according to the legislation in force (D.P.R. 28 December 2000, n 445).

Accordingly it is stated that:

- the same data assume confidential pursuant to Legislative Decree 30 June 2003, No 196 and can be used for institutional purposes of the Public Administration ( Ministerial Regulation no . 305 of 7 December 2006) ;
- according to the legislation in force regarding the streamlining of administrative activity , the registrant is aware of liability in case of statements not corresponding to the truth;
- the registrant declares under his own responsibility that the other parent agrees to the submission of this application form;
- the registrant declares that he/she has not applied for enrollment at another school .

☐ I have read and agree to the terms and create a new registration

On first access the page does not show any registration as it is necessary to set up the registration form.

If the registration has already been created, the top of the page shows the following data:

- **Student's name:** Surname and name of the student for whom you have created the registration (the name will be visible only after completing the Student section. See 'Student section')
- **School:** school in which you request the registration.  
(the school will be visible only after completing the School section. See 'School section')
- **Status :** the status of the registration form at the moment. The registration may be in one of the following stages :

**Draft** → the application form is being filled in, and has not yet been sent to the secretary office (the user has not filled in all sections)

In the Draft status you can make any necessary change in order to complete the application.

The completion of the application can be interrupted and resumed at a later time because the data are saved after the compilation of every single card .




**Sent** → the application has been completed in all its parts and sent to the school secretary office ( the user has completed all sections, has confirmed and clicked the button ' Send ' . See ' Data confirmation ' and ' Sending application to the school secretary office ' )

In the Sent status you cannot make any changes, but you can view the registration.

- **Progress:** compilation in progress. It shows the information of the last completed form . The cards must be completed in sequence : First parent Second parent, Student, School, Contacts, Further options and Religion / Privacy
- **Date of creation:** date of creation of the registration form.
- **OPEN icon** '↻': click on this icon to access the details of a registration already entered .
- **PRINT REPORT icon** '🖨': click on this icon to print the report of the registration data, available only after submitting the registration to the secretary office (See chapter 'Sending the registration to the school secretary office') .

The user can access the system at any time to enter or complete an application form or to print a summary

of the registration data. Beyond the date specified as the deadline for submissions on line, you can no longer make any changes or send further applications .

Creation of entries					
Pupil's name	School	Stage of registration	Progress	Date of creation	
Verdi Filippo	Istituto Regionale Professionale Alberghiero	Sent	-	08/01/2018	Open  
Verdi Carla		Draft	Choice school	09/01/2018	Open 

Filling in and forwarding of the school registration form are effected according to the legislation in force (D.P.R. 28 December 2000, n 445).

Accordingly it is stated that:

- the same data assume confidential pursuant to Legislative Decree 30 June 2003, No 196 and can be used for institutional purposes of the Public Administration ( Ministerial Regulation no . 305 of 7 December 2006) ;
- according to the legislation in force regarding the streamlining of administrative activity , the registrant is aware of liability in case of statements not corresponding to the truth;
- the registrant declares under his own responsibility that the other parent agrees to the submission of this application form;
- the registrant declares that he/she has not applied for enrollment at another school .

[I have read and agree to the terms and create a new registration](#)

On the screen are also listed all the law references regulating the registration of the student.

Finally there is a button labelled '**I have read and agree to the terms and create a new subscription**'. You have to click this button to enter the registration.

Warning: if you access the system on a date/time not included in the registration period, the access button will not be available and it will not be possible to insert any data

## Filling in the application form

The registration procedure involves filling the following sections:

1. First Parent
2. Second Parent
3. Student
4. School
5. Contact details
6. Further options
7. Religion/Privacy

Each section can have some mandatory data and some optional data. The mandatory data are marked with an asterisk (\*).

You can proceed to fill in the next section only after entering all mandatory data. A message on the screen will warn the user if some mandatory entries have not been entered or entered incorrectly.

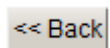
**At the bottom of the page you will find the following buttons:**

**Proceed >>**

To save the data you have just entered and access the next section .

**Back to list**

To save the data you have just entered and go back to the first page "creation of the registration"



To save the data you have just entered and go back to the previous page.

The registration can be completed at different times, therefore it is possible to start the application and complete it at a later time.

## First parent section

First Parent	Second Parent	Pupil	School	Contact details	Further options	Religion/Privacy
--------------	---------------	-------	--------	-----------------	-----------------	------------------

<b>Tax code/ Social Security Number*</b>	AAAAAA70A00A000A	<b>Date of Birth*</b>	01/01/1970
<b>Degree of kinship*</b>	Padre	<b>Citizenship*</b>	Italia
<b>Surname*</b>	AAAAA	<b>Country of Birth*</b>	Italia
<b>Name*</b>	Aaaaaaa	<b>Province of Birth*</b>	Aosta
<b>Sex*</b>	<input checked="" type="radio"/> Male <input type="radio"/> Female	<b>Town of Birth*</b>	Aosta

**Residence Data**

<b>Country*</b>	Italia	<b>ZIP code*</b>	
<b>Province*</b>	Aosta		
<b>Town*</b>	Aosta		
<b>Address*</b>			
<b>Phone / mobile phone*</b>	0		

**Add only if different from residence**  
**Domicile Data**

<b>Country*</b>	...
<b>Place*</b>	
<b>Address*</b>	

<b>Qualification *</b>	Licenza elementare
<b>Job*</b>	Disoccupato
<b>E-mail*</b>	AAAA@AAAA.AA
<b>Retype e-mail for confirmation*</b>	

[Back to list](#)[Proceed >>](#)

The data concerning the tax code, surname and name will be precompiled and cannot be edited as they are acquired during the log in to the system while accessing the application.

### Guidelines to fill in the registration form:

- All fields with an \* are mandatory fields .
- The data of the domicile must be filled in only when they are different from the data of the residence .
- If the fields ' Country of birth' or 'Country' of residence or domicile are different from ' Italy ' you need to enter the place of birth, residence or domicile through a descriptive field or you must select the corresponding province and town.

## Second Parent section

First Parent	<b>Second Parent</b>	Pupil	School	Contact details	Further options	Religion/Privacy
--------------	----------------------	-------	--------	-----------------	-----------------	------------------

The compiler assumes responsibility on entered information about the second parent

Only Parent\* ☐ Yes ☒ No

Tax code/ Social Security Number\*  ☐ Select in case of a parent with foreign citizenship without tax code

Degree of kinship\*  Date of Birth\*

Surname\*  Citizenship\*

Name\*  Country of Birth\*

Sex\* ☐ Male ☐ Female Province of Birth\*

Town of Birth\*

**Residence Data** [Copy data concerning First parent](#)

☐ Select in case of a parent with no known address

Country\*

Province\*

Town\*  ZIP code\*

Address\*

Add only if different from residence

**Domicile Data**

Country

Place

Address

Qualification\*

Job\*

E-mail

<< Back Back to list Proceed >>

In this section you must enter the data referring to the second parent or guardian of the child/student . If you are a single parent, tick the appropriate box and go to the next section.



Warning:entering the data referring to the second parent is compulsory; if they are omitted, data previously sent will be automatically cancelled.

First Parent	<b>Second Parent</b>	Pupil	School	Contact details	Further options	Religion/Privacy
--------------	----------------------	-------	--------	-----------------	-----------------	------------------

**Warning! The statement "Single Parent" should be selected only if there is no other parent. If you are not a "Single Parent" you must click 'No' and fill in the required fields to enable the school to have all the information required for a correct enrolment management.**

The compiler assumes responsibility on entered information about the second parent

Only Parent\* ☒ Yes ☐ No

<< Back


Back to list

Proceed >>

#### Guidelines to fill in the registration form:

- All fields with an \* are mandatory fields.
  - If the parent is of foreign nationality and has no tax code tick the appropriate box and proceed with the next data.
  - If the data of the residence are not known, tick the appropriate box and proceed with the next data .
  - The data of the domicile must be filled in only when they are different from the data of the residence .
  - If the fields ' Country of birth' or 'Country' of residence or domicile are different from ' Italy ' you need to enter the place of birth, residence or domicile through a descriptive field or you must select the corresponding province and town.
  - It is possible to copy the data of the first parent's residence by clicking the button labelled 'Copy first parent's data ' in the "data of residence" box.

## Student section

First Parent	Second Parent	Pupil	School	Contact details	Further options	Religion/Privacy
<b>Tax code/ Social Security Number*</b> <input type="text"/>		<b>Date of Birth*</b> <input type="text"/> 				
<b>Surname*</b> <input type="text"/>		<b>Citizenship*</b> <input type="text" value="Italia"/>				
<b>Name*</b> <input type="text"/>		<b>Country of Birth*</b> <input type="text" value="Italia"/>				
<b>Sex*</b> <input type="radio"/> Male <input type="radio"/> Female		<b>Province of Birth*</b> <input type="text" value="Aosta"/>				
		<b>Town of Birth*</b> <input type="text" value="..."/>				
<div> <b>Residence Data</b> <input type="button" value="Copy data concerning First parent"/> </div>						
<b>Country*</b> <input type="text" value="Italia"/>						
<b>Province*</b> <input type="text" value="Aosta"/>		<b>Town*</b> <input type="text" value="..."/>				
<b>Address*</b> <input type="text"/>		<b>ZIP code*</b> <input type="text"/>				
<div>             Add only if different from residence  <b>Domicile Data</b>  <b>Country</b> <input type="text" value="..."/>  <b>Place</b> <input type="text"/>  <b>Address</b> <input type="text"/> <b>ZIP code</b> <input type="text"/> </div>						
<b>Link with the parent*</b> <input type="text" value="..."/>						
<b>The pupil has been subjected to mandatory vaccinations*</b>				<input type="radio"/> Yes <input type="radio"/> No		
<b>Disabled student in possession of the "Verification Record to identify a disabled student for school integration" (Law 104/92)*</b>				<input type="radio"/> Yes <input type="radio"/> No		
<p>In the event of a student with disabilities, the relevant certification must be delivered to the school secretary office within the deadline for enrollment.</p>						

### Guidelines to fill in the registration form:

- All fields with an \* are mandatory fields.
- The data of the domicile must be filled only when they are different from the data of the residence.
- If the fields 'Country of birth' or 'Country' of residence or domicile are different from ' Italy ' you need to enter the place of birth, residence or domicile through a descriptive field or you must select the corresponding province and town.
- It is possible to copy the data of the first parent's residence by clicking the button labelled 'Copy first parent's data' in the "data of residence" box.

## School section

First Parent	Second Parent	Pupil	<b>School</b>	Contact details	Further options	Religion/Privacy
--------------	---------------	-------	---------------	-----------------	-----------------	------------------

<b>Grade of School</b>	Scuola secondaria di 1° grado
------------------------	-------------------------------

CHOSEN SCHOOL

<b>Grade of School</b>	Scuola secondaria di 1° grado
<small>"San Francesco Primary School" is connected to the option for the boarding school</small>	
<b>I declare that I have enrolled my child at Pensionnat 1/2 F. Chabod</b> <input type="checkbox"/>	
<small>"L. Einaudi" Junior High School is connected to the option for the college, but you can still choose a different school by changing the institution and the proposed school</small>	
<b>I want to enroll my child in the college "San Giuseppe"</b> <input type="checkbox"/>	
<b>Institution</b>	Istituzione scolastica Comunità Montana Mont Emilius 3
<b>School*</b>	scuola secondaria di primo grado di Charvensod
<b>Reason for choosing a different school from that of reference*</b>	

<< Back   Back to list   Proceed >>

On this page you must select the educational institution and the school where you wish to register your child.

When it is possible to locate it, the screen shows the school of reference for Kindergarten, Primary school and Junior High School. Of course you can choose another school. To see the entire list of schools in the Aosta Valley just select the school level and in the 'Establishment' field the first entry in the list '... '.

If you choose a school other than the one of reference, you must fill in the mandatory field 'motivation' explaining in brief the reasons for your choice.

### Choice of kindergarten or primary school :

for children / pupils who have to register for the kindergarten and primary school, a control on the date of birth will detect the corresponding educational levels.

An additional control will detect the school of reference based on a territorial criterion.

If the school of reference is not shown, this does not mean that it is not provided; it means that the system has not been able to detect it. It is the responsibility of the parent / guardian in charge of the registration, to know that information. It is possible, however, to choose a school other than the one of reference by selecting the institution and the school to which you wish to register your child.

Warning: registrations to kindergarten and primary school require data concerning attendance of nursery school. The request of such data has a statistical relevance only, as it is for INVALSI. In any case, if this information is not available, select Not Available.

The pupil attended nursery school (data to be used only for invalsi statistical surveys)\*   ☐ Yes   ☐ No   ☐ Not available

### Choice of Junior High School

for pupils who must enroll at Junior High School, continuity is taken into account with respect to the institution attended at primary school level, which will define the school of reference .

If the school of reference is not shown, this does not mean that it is not provided; it means that the system has not been able to detect it . It is the responsibility of the parent / guardian in charge of the registration, to know that information. It is possible, however, to choose a school other than the one of reference by selecting the institution and the school to which you wish to register your child.

#### **Choice of High School:**

for students who must enroll at high school level it is necessary to select the first choice school and the second choice school . You also need to select the course in which you are interested. Select - in sequence- grade of school, institution, school, and, finally, course .

## Contact details

In the section CONTACT DETAILS you must provide the list of contacts that the school must use for any urgent communication.

First Parent	Second Parent	Pupil	School	Contact details	Further options	Religion/Privacy
--------------	---------------	-------	--------	-----------------	-----------------	------------------

CONTACT LIST

Enter your contact details in the order the school should use them if necessary

Contact phone/mobile	Reference	Description
<input type="text"/>		

To enter a new address you must click on the ' Enter ' button.

First Parent	Second Parent	Pupil	School	Contact details	Further options	Religion/Privacy
--------------	---------------	-------	--------	-----------------	-----------------	------------------

ENTER ADDRESS

Enter your contact details in the order the school should use them if necessary  
Enter only numbers without spaces and characters

Contact phone/mobile\*

Reference\*

Description

After clicking the button 'Enter' you must fill in the fields Contact Information, Type and Description. The description is required only if you select 'Other' in the Type box. To save the data click on 'Inserting complete' otherwise, to cancel the entry, click 'cancel and return to the list of contact information' .

After entering all information, the list will show all the entered contact details

First Parent	Second Parent	Pupil	School	Contact details	Further options	Religion/Privacy
--------------	---------------	-------	--------	-----------------	-----------------	------------------

CONTACT LIST

Enter your contact details in the order the school should use them if necessary

Contact phone/mobile	Reference	Description	
3491234567	Madre		✗
3471234567	Padre		✗
0165333333	Abitazione	Solo il mercoledì dalle 12 alle 17	✗

Enter

<< Back

Back to list

Proceed >>

### Guidelines

You must enter the contact details in the same order that the school will follow to contact the family in case of any emergency.

## Further options

In the section Further Options you must choose among the options each school offers.

First Parent	Second Parent	Pupil	School	Contact details	Further options	Religion/Privacy
<b>Choose the services / options you want</b>						
<b>Indirizzo musicale</b> <input type="radio"/> Yes <input type="radio"/> No						
<b>Pianoforte</b> <input type="checkbox"/> Scelta triennale.						
<b>Violino</b> <input type="checkbox"/> Scelta triennale.						
<b>Chitarra</b> <input type="checkbox"/> Scelta triennale.						
<b>Flauto</b> <input type="checkbox"/> Scelta triennale.						
Possibilità di esprimere la preferenza dello strumento (Pianoforte - Violino - Chitarra - Flauto). Iscrizione valida per tutto il triennio. Gli orari verranno concordati, per quanto possibile, con le famiglie (Orario settimanale 36 moduli + 3 moduli di indirizzo musicale, dal lunedì al venerdì).						
<b>Orario</b>						
<b>Tempo normale</b> <input type="checkbox"/> 36 moduli settimanali						
<b>Indirizzo musicale</b> <input type="checkbox"/> 36 + 3 moduli settimanali						
Scelta tra TEMPO NORMALE (36 moduli settimanali dal lunedì al venerdì) o INDIRIZZO MUSICALE (36 + 3 moduli settimanali dal lunedì al venerdì - La scelta vale per l'intero triennio)						
<b>Porte aperte</b> <input type="radio"/> Yes <input type="radio"/> No						
Servizio d'accoglienza pre scuola.						
Servizio d'accoglienza scuola attivabile con un numero minimo di 15 richieste. Contributo a carico delle famiglie. Nel mese di luglio verrà inviata una circolare per formalizzare l'iscrizione.						
<b>Mensa</b> <input type="radio"/> Yes <input type="radio"/> No						
Servizio facoltativo						
Iscrizione non vincolante - L'iscrizione dovrà essere presentata presso lo Sportello Amico del Comune di Aosta indicativamente nel periodo agosto/settembre.						
<b>Other data</b>						
Student's mobile phone (optional)		<input type="text"/>		Student's email (optional)		<input type="text"/>
<b>Specific learning disabilities</b> <input type="radio"/> Yes <input checked="" type="radio"/> No						
<b>In case of a student with Learning Disability (DSA) the relevant certification must be handed over to the school secretary office</b>						

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Some schools may not have any options available; in this case, simply click on the button 'Go ahead' .

### Guidelines

- For each option, you must select either Yes or No or one of the listed options.

## Religion/Privacy section

In the section Religion / Privacy you must make your choice about whether to follow or not the teaching of the Catholic religion and declare to have read and accepted the privacy policy and consent to the use of photo / television shooting as described in detail on the page.

Primo genitore	Secondo genitore	Alunno	Scuola	Recapiti	Ulteriori scelte	Religione/Privacy
----------------	------------------	--------	--------	----------	------------------	-------------------

**Scelta insegnamento religione cattolica**

La Repubblica italiana, riconoscendo il valore della cultura religiosa e tenendo conto che i principi del cattolicesimo fanno parte del patrimonio storico del popolo italiano, continuerà ad assicurare, nel quadro delle finalità della scuola, l'insegnamento della religione cattolica nelle scuole pubbliche non universitarie di ogni ordine e grado. Nel rispetto della libertà di coscienza e della responsabilità educativa dei genitori, è garantito a ciascuno il diritto di scegliere se avvalersi o non avvalersi di detto insegnamento. All'atto dell'iscrizione gli studenti o i loro genitori eserciteranno tale diritto, su richiesta dell'autorità scolastica, senza che la loro scelta possa dar luogo ad alcuna forma di discriminazione.  
*Legge n.121 del 25 marzo 1985 art. 9.2*

**Scelta insegnamento religione cattolica\*** ☒ Sì ☐ No  
(In conformità dall'art. 9.2. della legge 121 1985)

La scelta operata all'atto dell'iscrizione ha effetto per l'intero anno scolastico cui si riferisce e per i successivi anni di corso in cui sia prevista l'iscrizione d'ufficio, compresi gli istituti comprensivi, ferma restando la possibilità, su richiesta di famiglie o alunni se maggiorenni, entro i tempi d'iscrizione all'anno successivo, di scegliere ogni anno se avvalersi o non avvalersi dell'insegnamento della religione cattolica.

**In caso di scelta di non avvalersi dell'insegnamento della religione cattolica è necessario perfezionare la domanda di iscrizione presso la scuola entro l'avvio del nuovo anno scolastico.**

**Nel caso di genitori separati o divorziati il compilatore dichiara che entrambi i genitori concordano sulla scelta (art. 155 del Codice Civile modificato dalla legge n.54 del 8 febbraio 2006).**

**Informativa ex art. 13 D.Lgs. n. 196/2003 per il trattamento dei dati personali degli alunni e delle loro famiglie**

Gentile Signore/a,

secondo le disposizioni del Decreto Legislativo 30 giugno 2003, n. 196 ("Codice in materia di protezione dei dati personali") nel seguito indicato sinteticamente come "Codice", il trattamento dei dati personali che La riguardano sarà improntato ai principi di correttezza, necessità, completezza, pertinenza, liceità e trasparenza e di tutela della Sua riservatezza e dei Suoi diritti.

Al sensi dell'articolo 13 del Codice, Le forniamo, quindi, le seguenti informazioni:

1. i dati personali da Lei forniti verranno trattati esclusivamente per le finalità istituzionali della scuola, che sono quelle relative all'istruzione ed alla formazione degli alunni e quelle amministrative ad esse strumentali, così come definite dalla normativa vigente (R.D. n. 653/1925, D.Lgs. n. 297/1994, D.P.R. n. 275/1999, Legge n. 104/1992, Legge n. 53/2003 e normativa collegata);
2. i dati personali definiti come "dati sensibili" o come "dati giudiziari" dal suddetto codice, che Lei ci fornisce in questo momento e quelli che ci fornirà in occasioni successive, saranno trattati dalla scuola secondo quanto previsto dalle disposizioni di legge e di regolamento citate al precedente punto 1 ed in considerazione delle finalità di rilevante interesse pubblico che la scuola persegue. Le ricordiamo che i dati sensibili sono quei dati personali idonei a rivelare l'origine razziale ed etnica, le convinzioni religiose, filosofiche o di altro genere, le opinioni politiche, l'adesione a partiti, sindacati, associazioni od organizzazioni a carattere religioso, filosofico, politico o sindacale, nonché i dati personali idonei a rivelare lo stato di salute e la vita sessuale". I dati giudiziari sono quei dati personali idonei a rivelare procedimenti o provvedimenti di natura giudiziaria;
3. il conferimento dei dati richiesti è obbligatorio in quanto previsto dalla normativa citata al precedente punto 1; l'eventuale rifiuto a fornire tali dati potrebbe comportare il mancato perfezionamento dell'iscrizione e l'impossibilità di fornire all'alunno tutti i servizi necessari per garantire il suo diritto all'istruzione ed alla formazione (assicurazioni, agenzie di viaggio ecc...);
4. il trattamento sarà effettuato sia con modalità manuali che mediante l'uso di procedure informatiche; i dati sono protetti con adozione di idonee misure (relative all'ambiente in cui sono custoditi, al sistema utilizzato per elaborarli, ai soggetti incaricati del trattamento);
5. i dati potranno essere comunicati alle Pubbliche Amministrazioni e agli Enti Pubblici, in relazione ad attività previste da normativa primaria o secondaria o comunque rientranti nei compiti istituzionali degli Enti che ne facciano richiesta; i dati relativi agli esiti scolastici degli alunni potranno essere pubblicati mediante affissione all'albo della scuola secondo le vigenti disposizioni in materia;
6. in nessun caso i dati vengono comunicati a soggetti terzi privati senza il preventivo consenso scritto dell'interessato;
7. il titolare del trattamento è il dirigente dell'Istituzione scolastica "Saint-Roch"-CORSO IVREA, 19 -11100Aosta (Telefono: 016531834 Email: is-sroch@regione.vda.it);
8. il responsabile del trattamento è il capo dei servizi di segreteria dell'Istituzione scolastica "Saint-Roch"-CORSO IVREA, 19 -11100Aosta (Telefono: 016531834 Email: is-sroch@regione.vda.it);
9. al titolare del trattamento o al responsabile Lei potrà rivolgersi senza particolari formalità, per far valere i Suoi diritti, così come previsto dall'articolo 7 del Codice, che per Sua comodità riproduciamo integralmente:

Art. 7 (Diritto di accesso ai dati personali ed altri diritti)

1. L'interessato ha diritto di ottenere la conferma dell'esistenza o meno di dati personali che lo riguardano, anche se non ancora registrati, e la loro comunicazione in forma intelligibile.

2. L'interessato ha diritto di ottenere l'indicazione:

- a) dell'origine dei dati personali;
- b) delle finalità e modalità del trattamento;
- c) della logica applicata in caso di trattamento effettuato con l'ausilio di strumenti elettronici;
- d) degli estremi identificativi del titolare, dei responsabili e del rappresentante designato ai sensi dell'articolo 5, comma 2;
- e) dei soggetti o delle categorie di soggetti ai quali i dati personali possono essere comunicati o che possono venirne a conoscenza in qualità di rappresentante designato nel territorio dello Stato, di responsabili o incaricati.

3. L'interessato ha diritto di ottenere:

- a) l'aggiornamento, la rettificazione ovvero, quando vi ha interesse, l'integrazione dei dati;
- b) la cancellazione, la trasformazione in forma anonima o il blocco dei dati trattati in violazione di legge, compresi quelli di cui non è necessaria la conservazione in relazione agli scopi per i quali i dati sono stati raccolti o successivamente trattati;
- c) l'attestazione che le operazioni di cui alle lettere a) e b) sono state portate a conoscenza, anche per quanto riguarda il loro contenuto, di coloro ai quali i dati sono stati comunicati o diffusi, eccettuato il caso in cui tale adempimento si rivela impossibile o comporta un impiego di mezzi manifestamente sproporzionato rispetto al diritto tutelato.

4. L'interessato ha diritto di opporsi, in tutto o in parte:

- a) per motivi legittimi al trattamento dei dati personali che lo riguardano, ancorché pertinenti allo scopo della raccolta;
- b) al trattamento di dati personali che lo riguardano a fini di invio di materiale pubblicitario o di vendita diretta o per il compimento di ricerche di mercato o di comunicazione commerciale.

☒ Dichiaro di aver letto ed accettato l'informativa sulla privacy

**Riprese fotografiche/televiseive**

☒ **Acconsento** ☐ **Non acconsento**

ad eventuali riprese fotografico-televiseive relative all'attività scolastiche (rappresentazioni, spettacoli, uscite, interviste-ricerche studentesche, attività sportive, ecc.), per uso didattico o pubblicazione sul sito dell'istituzione e/o per diffusione attraverso i media (stampa, tv).

La scelta vale per l'intera durata della frequenza presso l'istituzione scelta con la presente domanda di iscrizione.

<< Torna indietro   Torna all'elenco   Vai avanti >>



## Choosing the Teaching of the Catholic religion

The text in this page is the following :

The Italian Republic, recognizing the value of the religious culture and bearing in mind that the principles of Catholicism are part of the historical heritage of the Italian people, will continue to ensure, in the framework of the purposes of the school, the teaching of the Catholic religion in public schools at all levels (except Universities).

Respecting the freedom of conscience and the responsibility of parents in education, everyone is granted the right to choose whether or not to follow that teaching. When enrolling, students or their parents exercise this right, at the request of the school, without their choice giving rise to any form of discrimination.

Law 121 of 25 March 1985 Art. 9.2

Choosing the teaching of the Catholic religion \*  
(In accordance with Art. 9.2. Of Law 121 1985)

☐ Yes ☐ No

The choice made at registration is effective for the entire school year to which it relates and for each subsequent year of the course, whenever office enrolment applies, including comprehensive schools, notwithstanding the possibility, on request by families or students over 18, within the terms of registration for the following year, to choose, each year, whether or not to follow the teaching of the Catholic religion.

If you choose not to follow the teaching of the Catholic religion you need to perfect your application form at the school before the beginning of the new school year.

In the case of separated or divorced parents, the compiler states that both parents agree on the choice (Art 155 of the Civil Code amended by Law 54 of February 8, 2006).

### **Disclosure requirements according to Art. 13 Law. N. 196/2003 for the processing of personal data of pupils and their families**

The text on the page is as follows:

*Dear Sir/Madam*

*under the provisions of Legislative Decree 30 June 2003, n. 196 (Code concerning the protection of personal data)*

*hereafter referred to briefly as Code, the processing of personal data relating to you will be based on principles of fairness, necessity, completeness, relevance, transparency and protection of your privacy and your rights.*

*Under Article 13 of the Code, we provide you with the following information:*

- 1. the personal information you provide will be used exclusively for the institutional purposes of the school, which are those related to education and training of students and administrative ones to them instrumental, as defined by law (RD n. 653/1925, D Lgs. n. 297/1994, Presidential Decree no. 275/1999, Law no. 104/1992, Law no. 53/2003 and related legislation);*
- 2. personal information defined as "sensitive" or "judicial data" by that code, that you are now providing and those that you will provide on subsequent occasions, will be treated by the school as required by the law and regulations referred to in paragraph 1 above and in consideration of the purpose of overriding public interest that the school is pursuing. We remind you that sensitive data*

*are those data disclosing the racial and ethnic, religious, philosophical or other beliefs, political opinions, membership of political parties, unions, associations or organizations of a religious, philosophical, political or trade union, as well as personal data to reveal the state of health and sex life; Judicial data are those data which may reveal processes or measures of a judicial nature;*

3. *providing such data is required by the regulations cited in paragraph 1; refusal to provide the pupil with all the necessary services to ensure his right to education and training (insurance, travel agencies etc ...);*
4. *the treatment will be done either by hand or through the use of computer procedures ; data are protected through appropriate measures (related to the environment in which they are stored , to the system used to process them , to the people in charge of the treatment);*
5. *the data may be disclosed to public administrations and public authorities , in relation to activities under legislation or regulations or in any case falling within the institutional tasks of the Authorities requesting them; the data concerning the educational outcomes of pupils will be published in the notice board of the school in accordance with current provisions;*
6. *in no case the data are disclosed to third private parties without the prior written consent of the person concerned;*
7. *the data controller is the Principal of the Educational Institution “ ..... ” – Address of the E.I. (tel.....email:.....)*
8. *the controller is the Head of Secretarial Services of the E.I. “ ..... ” – Address of the E.I. (tel.....email:.....)*
9. *you may address or contact the data controller or processor in any form, to assert your own rights, as required by Article 7 of the Code , which we are copying below for your convenience:*

#### *Art . 7 (Right to access personal data and other rights)*

1. *You have the right to obtain confirmation of the existence of personal data concerning you, even if not yet recorded, and to be given clear information about them.*
2. *You have the right to obtain information concerning:*
  - a) *the origin of personal data;*
  - b) *the purposes and methods of treatment;*
  - c) *the logic applied in case of treatment through electronic means;*
  - d) *the identity of the owner, manager and the representative appointed under article 5 , paragraph 2;*
  - e) *the subjects or categories of subjects to whom your personal data may be communicated or who can learn about them as appointed representative in the State , managers or agents;*
3. *You have the right to:*
  - a) *updating , rectification or , when interested, integration of data ;*
  - b) *cancellation, anonymization or blocking of data processed unlawfully , including data which need not be kept for the purposes for which the data were collected or subsequently processed; certification that the operations in letters a ) and b) have been notified , also with reference to their contents, to those to whom the data were communicated or disseminated, except where such compliance is impossible or involves the use of means manifestly disproportionate to the protected right.*
4. *You have the right to object, in whole or in part:*
  - a) *for legitimate reasons to the processing of personal data concerning you, although they are relevant to the purpose of the collection;*
  - b) *to the processing of personal data concerning you for purposes of sending advertising materials or direct selling or for carrying out market research or commercial communication.*



*I have read and accepted the privacy policy*

### **Photo/TV shooting**

The text on the page is as follows:

☐ I CONSENT ☐ I DO NOT CONSENT

to any photo / television shooting concerning school activities (performances, shows, trips , interviews – students projects, sports activities, etc ), for teaching purposes or publication on the website of the institution and / or for release through the media (press, TV ) .

The choice is valid for the duration of attendance at the institution chosen through this registration form .

## Confirming Data

After the completion of the registration a message will inform you that the procedure has been completed and will invite you to confirm the pages just completed by clicking the 'Confirmation' button you will find at the bottom of each card. This procedure is necessary to verify that the entered data are actually correct and to eliminate errors by the applicant.

**Data compilation completed.**

Please double-check your entries by confirming each screen and edit your data in case of errors.

Proceed with confirmation >>

By clicking the 'Proceed with confirmation' button you will be shown -once again- all the completed forms to be confirmed.

Data compilation completed

Please double-check your entries and confirm the summary screens by clicking the button.

**Confirm** or correct the data by clicking the button **Change**

After checking the data, you can send the registration form to the school secretary office.

**Tax code/  
Social Security  
Number\***

AAAAAA70A00A000A

**Date of Birth\***

01/01/1970



**Degree of  
kinship \***

Padre ▾

**Citizenship\***

Italia ▾

**Surname\***

AAAAAAAAA

**Country of Birth\***

Italia ▾

**Name\***

Aaaaaaaa

**Province of  
Birth\***

Aosta ▾

**Sex\***

☒ Male ☐ Female

**Town of Birth\***

Aosta ▾

#### Residence Data

**Country\***

Italia ▾

**Province\***

Aosta ▾

**Town\***

Aosta ▾

**ZIP code\***

11100

**Address\***

Fsdafdsaf

**Phone / mobile  
phone\***

0

Add only if different from residence

#### Domicile Data

**Country\***

...

**Place\***

**Address\***

**Qualification \***

Licenza elementare ▾

**Job\***

Disoccupato ▾

**E-mail\***

AAAA@AAAA.AA

Change

Confirm >>

During the verification of the data you can still make changes by clicking the 'Edit ' button; otherwise proceed to the next form by clicking the ' Confirmation ' button.

## Sending the registration to the school secretary office

After confirming all the forms you will be shown a screen to send your registration to the school secretary office.

**Confirm sending application**

The application is completed.

To send the application to the school secretary office click 'Send'.

Warning: once you have confirmed and sent the application, it will no longer be possible to edit the application data but it will still be possible, at any time, to print out the summary in pdf format from the applications list and view its status and details.

For subsequent communications and variations, please contact the pupils secretary of the school of reference.

[Back to list](#) [Send >>](#)

By clicking the ' Send ' button, the application will be sent to the school secretary office . Once you submit your application, it will no longer be editable, and all changes will have to be communicated to the school secretary office of the chosen institution.

To print the application sent to the school secretary office refer to the section ' Creating the application form ' .