

# ONLINE STUDENTS REGISTRATION

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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).

**The service must be accessed using the credentials of the parent or of the child's legal guardian**

### How to access the service

The parent or the child's legal guardian can access the service through one of the following authentication methods:

- SPID (Digital Identity Public System):

To do so, you must have your digital identity issued by subjects accredited by AgID (Digital Italy Agency) and log in using the "Enter with SPID" button.

For further information visit the website <http://www.spid.gov.it/>

- CIE (Electronic Identity Card)

In order to do so, it is necessary to have an Electronic Identity Card issued according to the procedures indicated at <https://www.cartaidentita.interno.gov.it/presolazione-della-richiesta/> More information available on the website of the Ministero dell'Interno (Ministry of the Interior) dedicated to the CIE <https://www.cartaidentita.interno.gov.it/>.

- Health card / Regional service card

Once the TS-CNS Health Card / National Service Card has been activated, the applicant must have installed or install the smart-card reader received when activating the card and use the health card with the PIN provided during the activation;

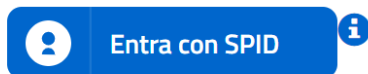
For further details, please visit the institutional website at:

[http://www.regione.vda.it/TesseraSanitaria\\_CartaNazionaledeiServizi/Accedere\\_ai\\_servizi/default.i.aspx](http://www.regione.vda.it/TesseraSanitaria_CartaNazionaledeiServizi/Accedere_ai_servizi/default.i.aspx)

If the parent or the child's legal guardian has no Italian citizenship or is non-resident and has no National Health Card / TS-CNS Service Card or SPID, he/she can submit a written application to the administrative office of the chosen school.

## Online registration login page

Autenticazione con  
**LA TUA IDENTITÀ DIGITALE "PASSWORD UNICA"**



Per l'accesso con SPID è necessario essere in possesso della propria **identità digitale** rilasciata da soggetti accreditati da AgID (Agenzia per l'Italia Digitale), che verificano l'identità degli utenti e forniscono le credenziali. Per maggiori informazioni consulta il sito <http://www.spid.gov.it/>

Autenticazione con  
**LA TUA CARTA DI IDENTITÀ ELETTRONICA**



Per l'accesso con CIE è necessario essere in possesso della propria Carta d'Identità Elettronica rilasciata secondo le modalità indicate a [questa pagina](#). Maggiori informazioni disponibili al [sito del Ministero dell'Interno](#) dedicato alla CIE.

Autenticazione con  
**CARTA NAZIONALE DEI SERVIZI (CNS)**



**INFORMAZIONE IMPORTANTE:** Si ricorda che dal 1° ottobre 2021 il cittadino dovrà utilizzare solo le proprie identità digitali ovvero SPID, CIE e TS-CNS. L'identità digitale diventa quindi l'unico sistema di identificazione in vigore, come stabilito dal Decreto Legge "semplificazione e innovazione digitale" convertito nella legge n. 120/2020, ad eccezione del Fascicolo Sanitario Elettronico per un periodo transitorio.

Per l'accesso con la Carta Nazionale è necessario essere in possesso:

- della Tessera Sanitaria **Carta Nazionale dei Servizi**;
- del **codice PIN** (Personal Identification Number) della tua CNS;
- di un **lettore di smartcard**;
- del **software** necessario al funzionamento (disponibile per Windows, Mac OS, Linux)

Per maggiori informazioni consulta il sito <http://www.regione.vda.it> alla sezione Identità Digitale

## 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

to

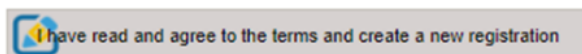
**Creation of entries**

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 .



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	<a href="#">Open</a>  
Verdi Carla		Draft	Choice school	09/01/2018	<a href="#">Open</a> 

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"

<< Back

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																								
<table><tr><td><b>Tax code/ Social Security Number*</b></td><td>AAAAAA70A00A000A</td><td><b>Date of Birth*</b></td><td>01/01/1970</td></tr><tr><td><b>Degree of kinship*</b></td><td>Padre</td><td><b>Citizenship*</b></td><td>Italia</td></tr><tr><td><b>Surname*</b></td><td>AAAAA</td><td><b>Country of Birth*</b></td><td>Italia</td></tr><tr><td><b>Name*</b></td><td>Aaaaaaa</td><td><b>Province of Birth*</b></td><td>Aosta</td></tr><tr><td><b>Sex*</b></td><td><input checked="" type="radio"/> Male <input type="radio"/> Female</td><td><b>Town of Birth*</b></td><td>Aosta</td></tr></table>							<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				
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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
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**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"/>				
<b>Name*</b> <input type="text"/>		<b>Country of Birth*</b> <input type="text"/>				
<b>Sex*</b> <input checked="" type="radio"/> Male <input type="radio"/> Female		<b>Place of Birth*</b> <input type="text"/>				
<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"/>		<b>Town*</b> <input type="text"/>				
<b>Address*</b> <input type="text"/>		<b>ZIP code*</b> <input type="text"/>				
<div> <b>Add only if different from residence</b> </div>						
<b>Domicile Data</b>						
<b>Country</b> <input type="text"/>						
<b>Place</b> <input type="text"/>						
<b>Address</b> <input type="text"/>		<b>ZIP code</b> <input type="text"/>				
<b>Link with the parent*</b> <input type="text"/>						
<p><i>"It should be noted that the failure to regularize the vaccination situation of minors leads to forfeiture of enrolment in kindergarten, in accordance with the provisions of Article 3 bis, paragraph 5, of Decree-Law No 73 of 7 June 2017, converted with amendments by Law No 119 of 31 July 2017."</i></p>						
<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><b>In the event of a student with disabilities, the relevant certification must be delivered to the school secretary office within the deadline for enrollment.</b></p>						
<input type="button" value="Back"/>		<input type="button" value="Back to list"/>		<input type="button" value="Proceed"/>		

### 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.
- By answering 'Yes' to the request for a disabled student based on Legge 104/92 (Law 104/92), it will be necessary to declare that you have read the information that will be shown on the screen.

## School section

First Parent	Second Parent	Pupil	School	Contact details	Further options	Religion/Privacy
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<b>Grade of School</b>	Scuola secondaria di 1° grado
<b>Institution of reference</b>	Istituzione scolastica "Saint-Roch"
<b>School of reference</b>	scuola secondaria di primo grado "Saint-Roch"

CHOSEN SCHOOL

**Grade of School**

Scuola secondaria di 1° grado

"San Francesco Primary School" is connected to the option for the boarding school

☐ **The parent declares to have submitted a paper application for pre-enrolment at the Convitto "F.Chabod" of Aosta by 22/01/2020**

"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

**I want to enroll my child in the college "San Giuseppe"** ☐




**Institution**

Istituzione scolastica "Saint-Roch"

**School\***

scuola secondaria di primo grado "Saint-Roch"

**Reason for choosing a different school from that of reference\***

 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
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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		✗
01653333333	Abitazione	Solo il mercoledì dalle 12 alle 17	✗

Enter

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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>						

<< Back   Back to list   Proceed >>







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. Some schools may also provide the consent form for data processing and the disclaimer for the use of images so that the parent can choose whether or not to consent to the processing of data and/or the use of images.

First Parent	Second Parent	Pupil	School	Contact details	Further options	Religion/Privacy
<div><b>Choice of Catholic religion teaching</b> <p>The Italian Republic, recognizing the value of religious culture and considering that the principles of catholicism are part of the historical heritage of the Italian people, will continue to ensure, in the framework of purpose of the school, the teaching of the Catholic religion in public schools of every grade (excluded universities). Respecting the freedom of conscience and responsibility of parents in education, every individual is guaranteed the right to choose whether or not to follow this teaching. Upon enrolling, students or their parents will exercise this right, at the request of school, without their choice giving rise to any form of discrimination. <i>Law 121 of 25 March 1985 Art. 9.2</i></p><p><b>Choice of Catholic religion teaching*</b>      <input checked="" type="radio"/> Yes   <input type="radio"/> No (art. 9.2 law 121 of 25 March 1985)</p><p>The choice made upon registration applies to the entire school year to which it relates and to subsequent years of the course when office enrolment takes place, including comprehensive schools, notwithstanding the possibility, on request of the families or of the students over 18, within the time of registration to the following year, to choose each year whether to follow or not the teaching of the Catholic religion.</p><p><b>In the case of separated or divorced parents, the compiler states that both parents agree on the choice (art. 155 of the Civil Code as amended by Law 54 of February 8, 2006).</b></p></div> <div><b>Privacy Policy</b>  To continue with the registration click on the icon next to it, download the privacy policy and read it <input type="checkbox"/> <b>I declare that I have read the privacy policy</b></div> <div><b>I consent to data processing</b>  To continue with the registration click on the icon next to it, download the consent, read it and choose whether to consent to the processing of data <input type="radio"/> <b>I consent to data processing</b>      <input type="radio"/> <b>I DO NOT consent to data processing</b></div> <div><b>Release for use of images</b>  To continue with the registration click on the icon on the side, download the release for the use of images, read it and choose whether or not to authorize the use of images <input type="radio"/> <b>I authorize the use of images</b>      <input type="radio"/> <b>I DO NOT authorize the use of images</b></div> <div><div> Back</div><div> Back to list</div><div>Proceed </div></div>						

### 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.

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)."


Tick the Yes or No box to indicate your intention to choose the teaching of the Catholic religion.

If you choose not to avail yourself of the teaching of the Catholic religion, you will need to choose the alternative option:

**Indicate the alternative choice**


- ☐ Teaching and alternative activities
- ☐ Individual study and / or research activities with the assistance of teaching staff
- ☐ Free individual study and / or research activities without the assistance of teaching staff
- ☒ Non-attendance of schools or training courses during the teaching hours of the Catholic religion\*

**Consent to data processing**

If this applies to the school you have chosen, it will be necessary to download the consent form to data processing, by clicking on the appropriate icon .

After reading the document, you can choose whether or not to consent to the data processing by clicking on the appropriate box.

**Disclaimer for the use of images**

If this applies to the school you have chosen, it will be necessary to download the disclaimer for the use of images, by clicking on the appropriate icon . The document is in PDF format.

After reading the document, you can decide whether or not to consent to the use of images.

## 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.

First Parent	Second Parent	Pupil	School	Contact details	Further options	Religion/Privacy
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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\*** 
**Date of Birth\***

**Degree of kinship \*** 
**Citizenship\***

**Surname\*** 
**Country of Birth\***

**Name\*** 
**Province of Birth\***

**Sex\*** ☒ Male ☐ Female
**Town of Birth\***

**Residence Data**

**Country\***

**Province\***

**Town\***  **ZIP code\***

**Address\***

**Phone / mobile phone\***

Add only if different from residence

**Domicile Data**

**Country\***

**Place\***

**Address\***

**Qualification \***

**Job\***

**E-mail\***

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 ' .