ISCRIZIONI online

“Online Applications”

Application Submission

User’s Manual

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Procedures for the online registration

Law 135 dated 2012 (Spending Review) states that since this school year registrations in state schools for all initial classes at all levels are to be submitted only online.

The Ministry of Education, University and Research (MIUR) has developed two separate softwares: one available for schools and the other for families.

How the online registration operates

The procedure is divided in three phases:

1- The first phase is reserved to schools and refers to the preparation and publication of the application form via Internet. The form has already been prepared by the school following the initial guidelines issued by the Ministry. Additional information has been added by schools.

2- The second phase is reserved to families, with instruction on how to complete and send the application form to the school they have chosen. All functions used by the parent or guardian can be activated on the following internet site www.iscrizioni.istruzione.it , or by clicking on the MIUR site button.

On the same page you will find all the information supplied by the Ministry which is updated daily in order to support the initiative.

3- The third and last phase involves the schools in order to assess the applications received: schools need to define a ranking based on the criteria established by the school board (Consiglio d'Istituto), to accept the application or forward it to another institution, respecting the preferences stated by the family in the application. The parent/guardian who registers the application in the system can continue to follow the whole process, interacting with the online registration portal.

This user manual is dedicated to families involved in the second phase

How to apply

Applications to first classes of State Primary schools and Lower and Upper Secondary schools must be submitted online. Private schools, however, are free to join the online application process or to collect registrations using traditional paper forms. It is therefore important for families interested in applying to private schools to contact the school first.

The family will first need to register on the online application portal, at the following link: www.iscrizioni.istruzione.it.

Please use the specific guide for instructions on how to register on the online portal as a new user in order to receive your personal User ID and password which you will need when submitting your online application.

Information needed for application

The parent or guardian registering online will need to know the school identification code to address the application. The system will allow you to indicate, in addition to your first chosen school, two more preferences to be used only in case the first school does not have availability.

The school code consists of 10 characters. If you do not have this code you can ask for it to the chosen school or search it clicking either on the "Scuola in Chiaro " application button,

or on the specific link found in the online application portal **Scuola in Chiaro**.

Other essential information:

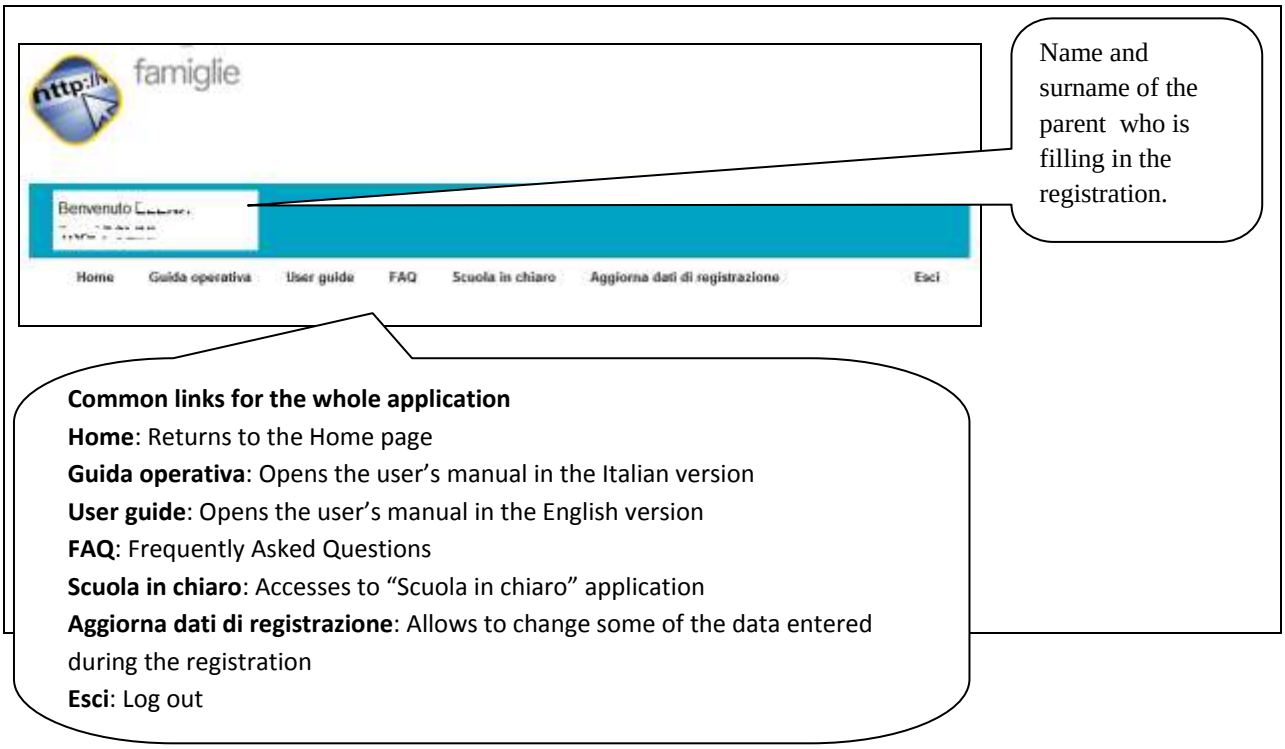
- Information regarding the first parent (tutor or guardian).
- Information regarding the second parent, in case of separation/divorce or joint custody.
- Personal and residence details of the student applying to the school, including the tax code.
- Information regarding the previous school.
- Foreign languages studied in the previous school (for students coming from Lower Secondary schools).
- For applications to Primary schools, you will need to select the timetable chosen among the ones offered by the school.
- For applications to Lower and Upper Secondary schools, you will need to choose the pathway among the ones offered by the school. If different pathways are available, the parent can supply up to two other choices in order of priority.
- Declaration of consent regarding personal data as stated by Law n. 196/2003 and confirmed by the Law concerning self-certification (Laws 15/1968, 127/1997, 131/1998; DPR 445/2000).

Required files are marked on each page with an asterisk (*). There may be more than the ones above mentioned, as each school can request further information.

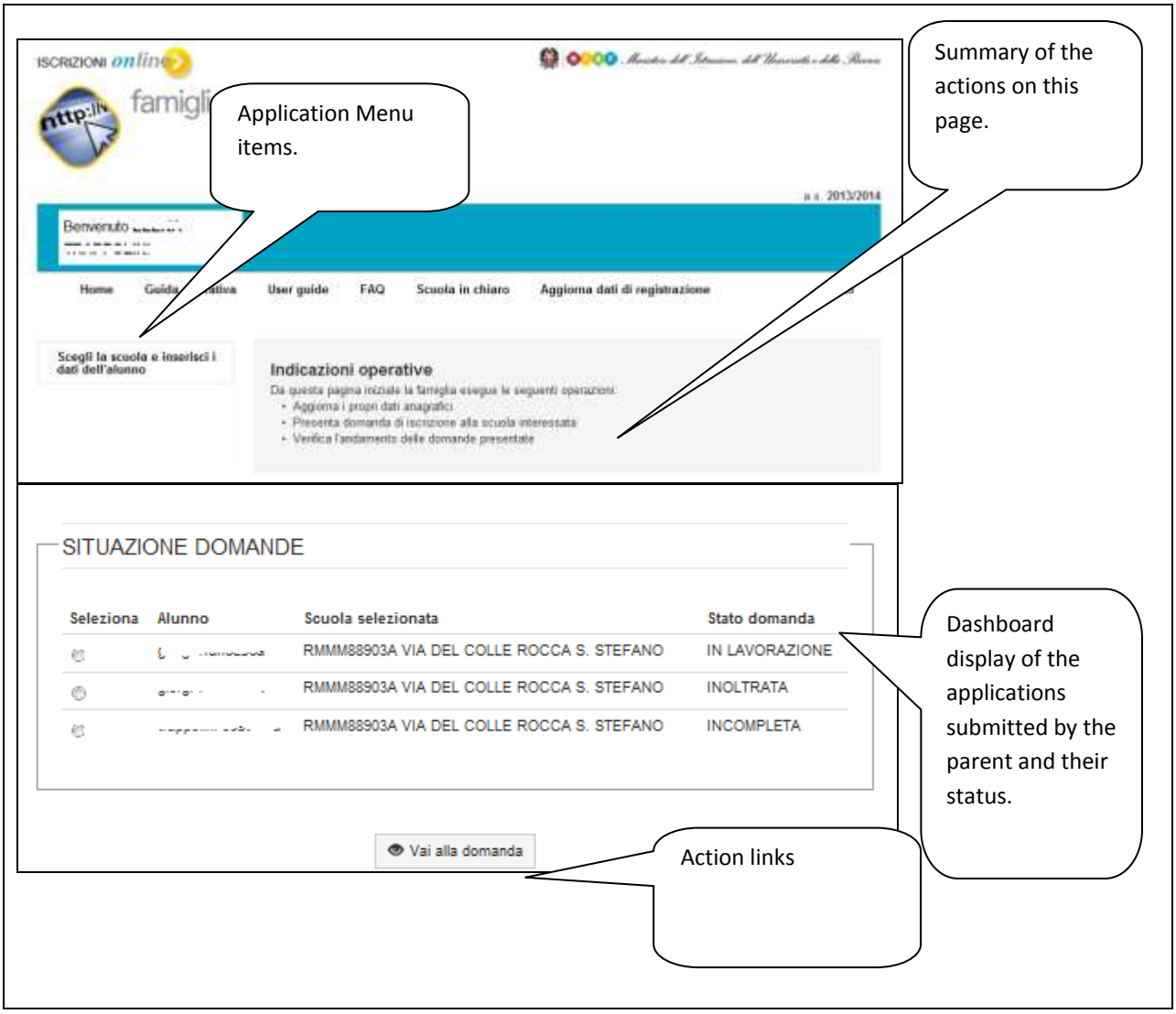
Common aspects of the application interface

The application interface complies with the access requirements stated under the Law named "Stanca " and guides the user, step by step, through the application, following the order given by the menu on the left, from top to bottom.

At the top of the page you can find the name of the user who is filling in the registration, the reference school year and helpful links.



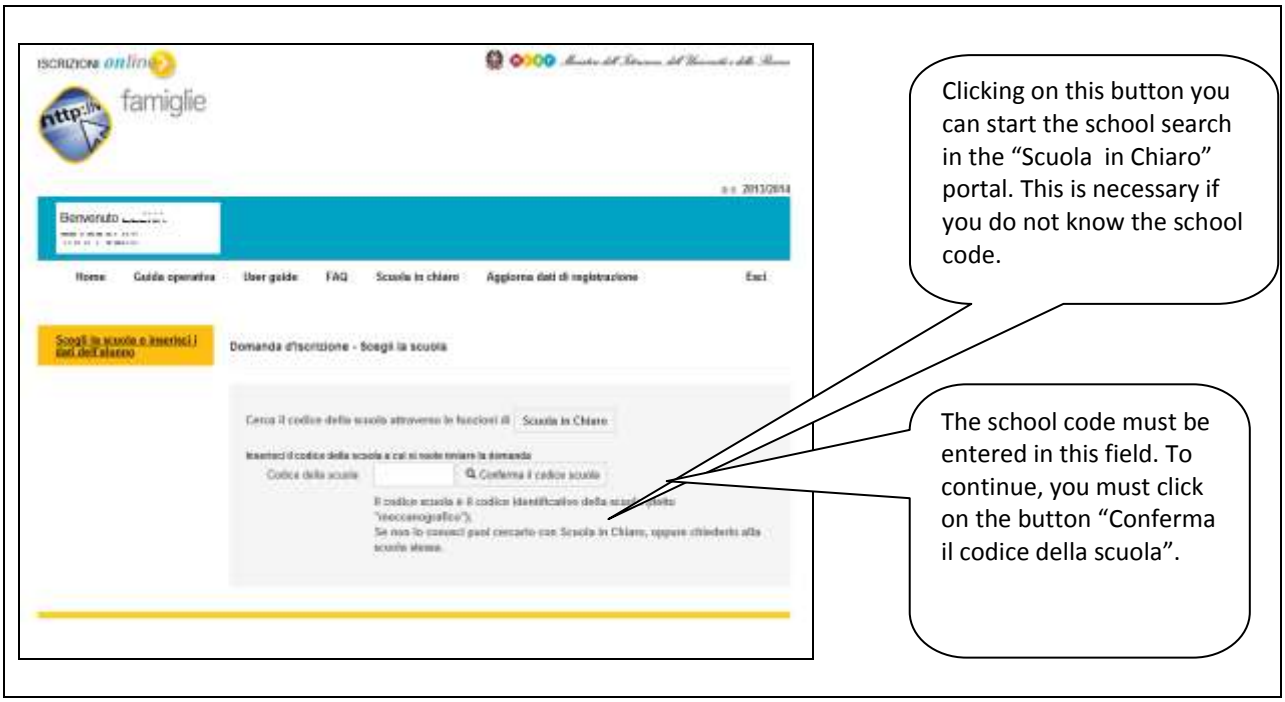
Home page


ISCRIZIONI online
famiglie
Application Menu items.
Summary of the actions on this page.
a.s. 2013/2014
Benvenuto
Home
Guida
User guide
FAQ
Scuola in chiaro
Aggiorna dati di registrazione
Scegli la scuola e inserisci i dati dell'alunno
Indicazioni operative
Da questa pagina iniziale la famiglia esegue le seguenti operazioni:
• Aggiorna i propri dati anagrafici
• Presenta domanda di iscrizione alla scuola interessata
• Verifica l'andamento delle domande presentate
SITUAZIONE DOMANDE
Seleziona
Alunno
Scuola selezionata
Stato domanda
RMMM88903A VIA DEL COLLE ROCCA S. STEFANO
IN LAVORAZIONE
RMMM88903A VIA DEL COLLE ROCCA S. STEFANO
INOLTRATA
RMMM88903A VIA DEL COLLE ROCCA S. STEFANO
INCOMPLETA
Dashboard display of the applications submitted by the parent and their status.
Vai alla domanda
Action links

How to submit a new application

When the user accesses to the system for the first time, he/she will be guided through the completion of the new application and the different sections to be completed.

To start with, the user must choose the school by entering its code in the provided field. The school code (also known as “codice meccanografico”) can be found accessing to the “Scuola in Chiaro” portal or requesting it directly to the school.

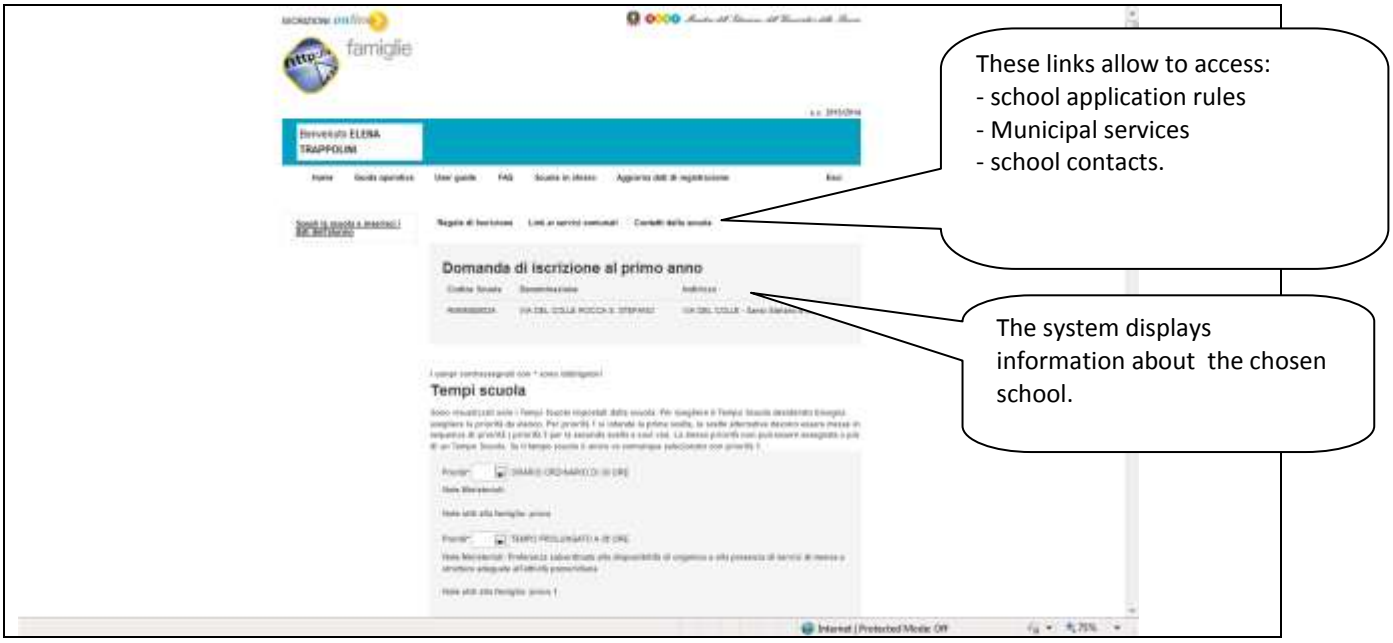


If the correct code is entered, you will be sent to the next field/page, otherwise it will return an error message stating ” The indicated school was not found, please verify the entered data and retry”.

If the school code is valid, the system displays the name and address. Please verify that the identifying information of the school matches your choice.

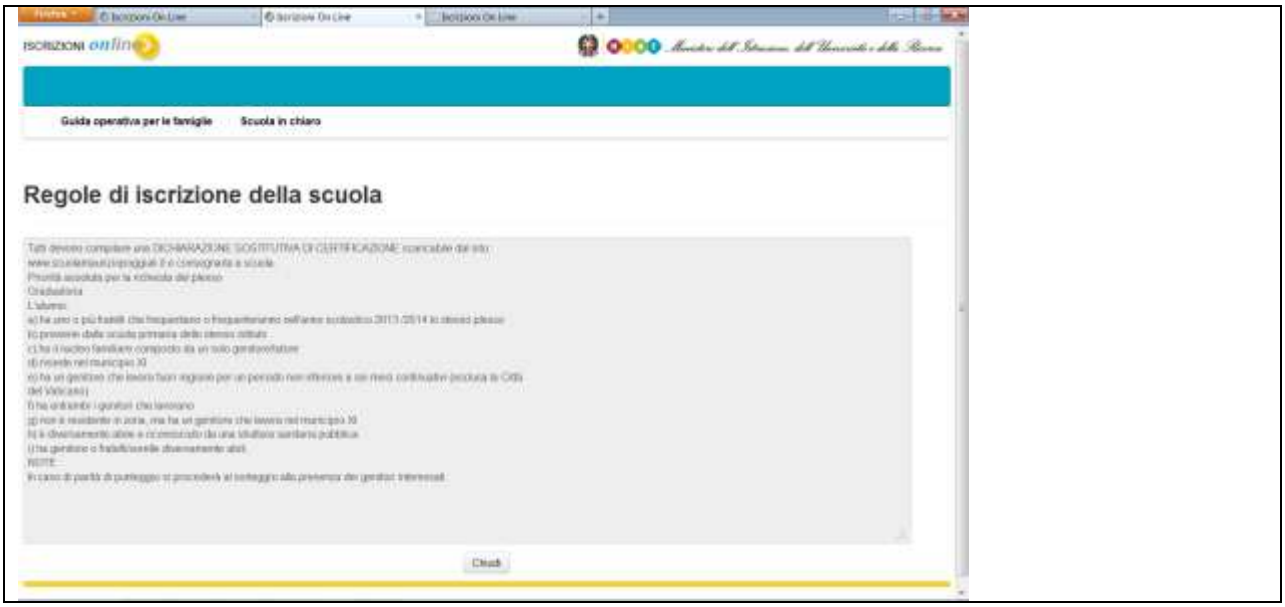
From this screen onwards you will find important and useful links, which you can refer to for information on:

- Registration procedures. Rules established by the schools to determine acceptance rankings of received applications.
- Municipal services. The user can connect directly to the Municipal internet pages and access to different municipal services such as canteen and transportation to and from school. This link will be "active" only if provided by the school.
- School contacts. The user can view the details the school has activated either to answer queries on application or to help with the online form.



For example, the following screen lists the rules applied by a Primary school.

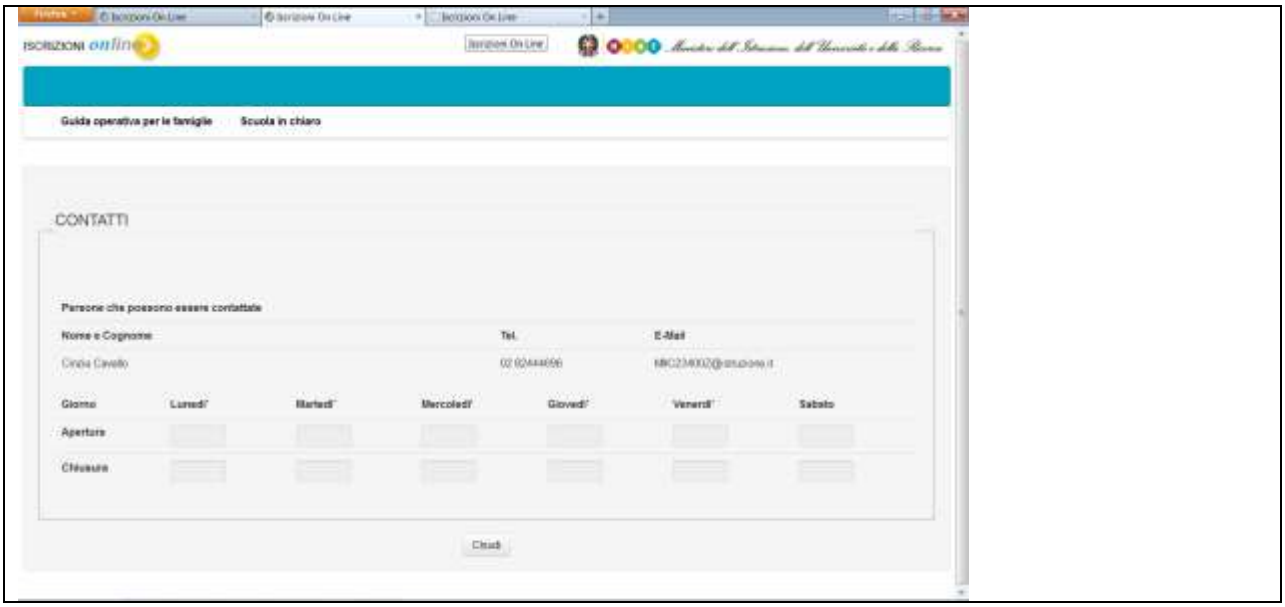
The screen could result empty if the school has decided not to publish them explicitly.



Here is another example: the following screen illustrates the school services available in the city of Rome. After viewing the information, the family can access to the service of interest, close the tab and return to the application form.

The following screen is another example.

You will find names and contact numbers of school staff available to help you with your application. You will also find a timetable indicating when families can be received.



How to choose school timetables in both Primary and Lower Secondary schools

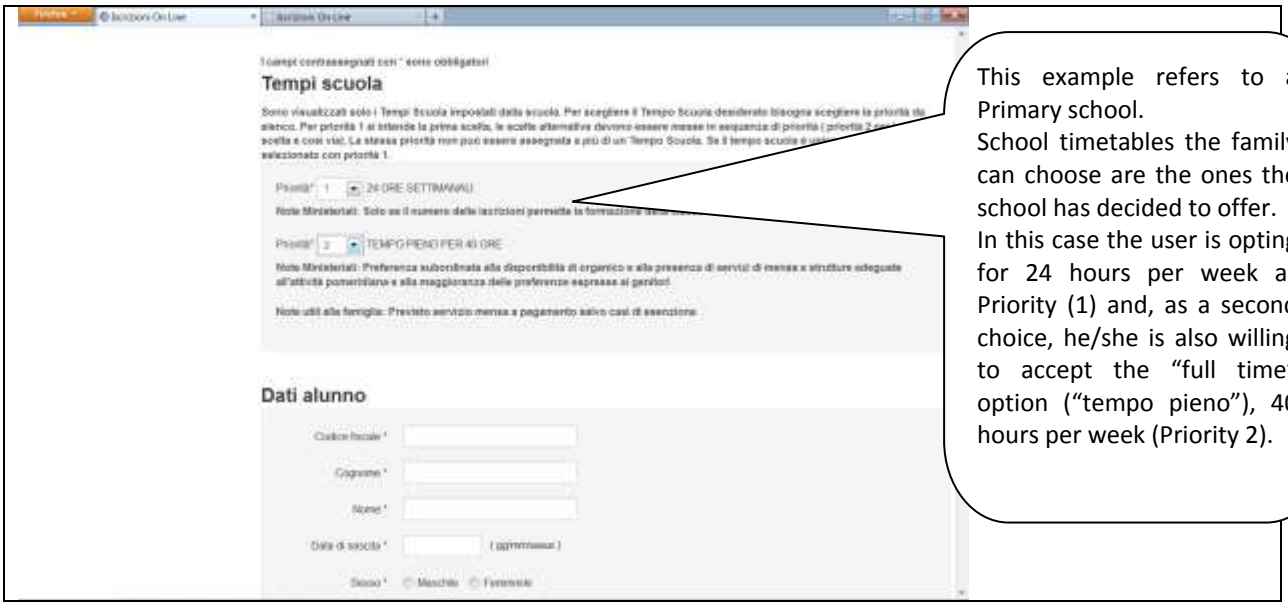
For both Primary and Lower Secondary schools, you will need to indicate at least one school timetable among the ones offered by the school; you should take into account all the notes and suggestions added by the school aimed at helping you to take the best decision.

If there are different options, you can choose among different possibilities and decide your priority.

Priority no. 1 will indicate your main choice. The other preferences are to be indicated only if you are willing to take into consideration an alternative. Even if only one timetable is listed, you need to select it with priority no. 1.

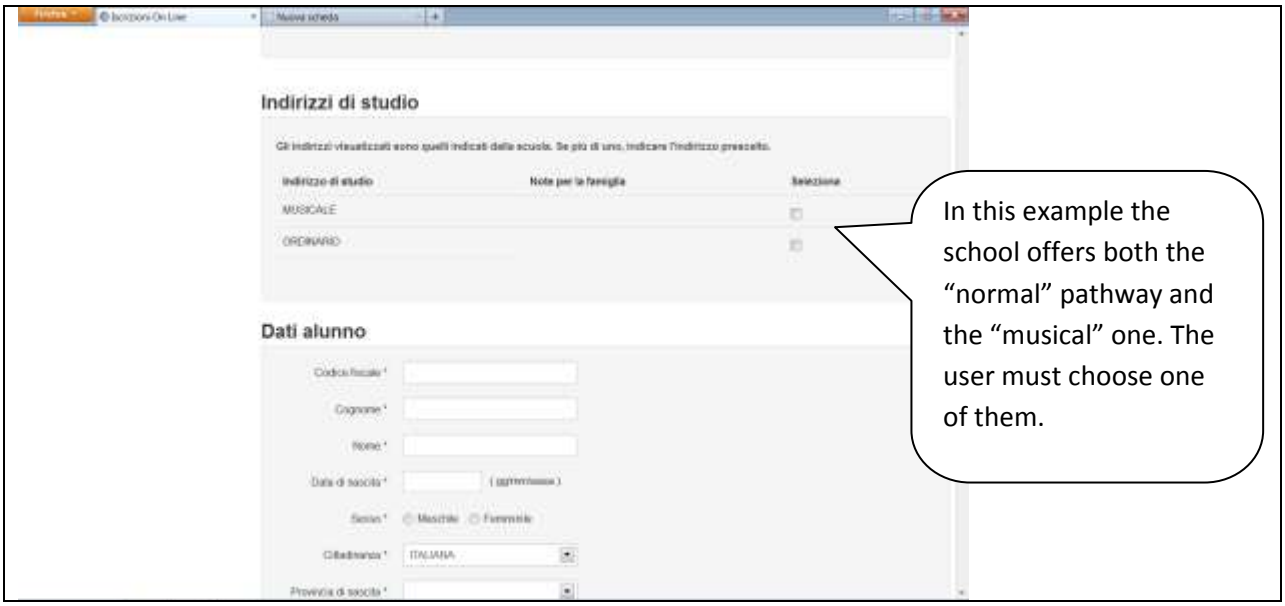
The same priority cannot be given for two different options.

If the school has not published its own personalized application form, the user will need to choose the timetable provided by current regulations.



How to choose pathways in Lower Secondary schools

For applications to Lower Secondary schools, you must choose the pathway, as well as the timetable you have already indicated.



How to choose pathways in Upper Secondary schools

For applications to Upper Secondary schools, you will need to choose the pathway among the ones offered by the school.

Pathways may be further detailed in different "curricula", each of which recalling a specific study plan within a particular pathway that the school has autonomously activated.

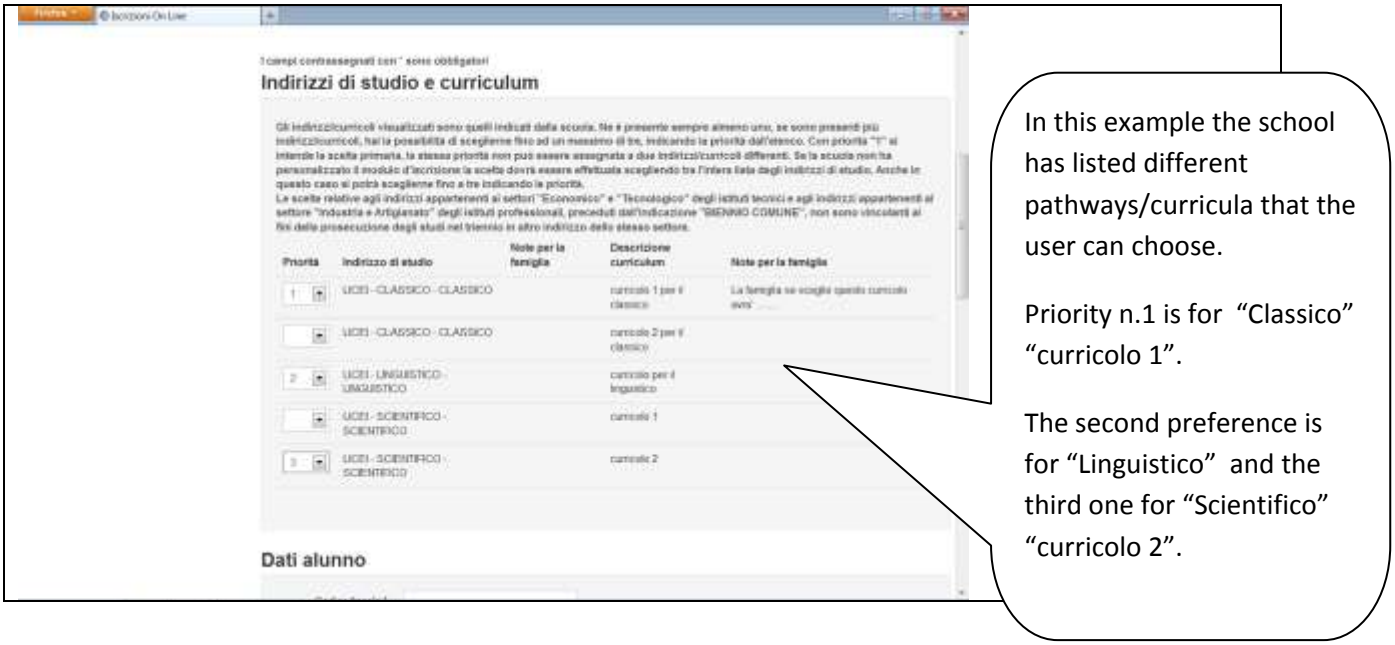
If “Curricula” are offered, you will need to choose between matching pathway/curriculum proposed.

The pathways/curricula shown are the ones provided by the school you have decided to apply to. There will always be at least one and in case of a wider range of pathways, the user can choose up to a maximum of three, in order of priority.

Priority “1” indicates the first choice. The same priority cannot be given for two different pathways/curricula.

If the school has not provided its own personalized application form, the user must access to the entire list of pathways/curricula provided by current regulations. Even in this case you can choose up to three, indicating your priorities.

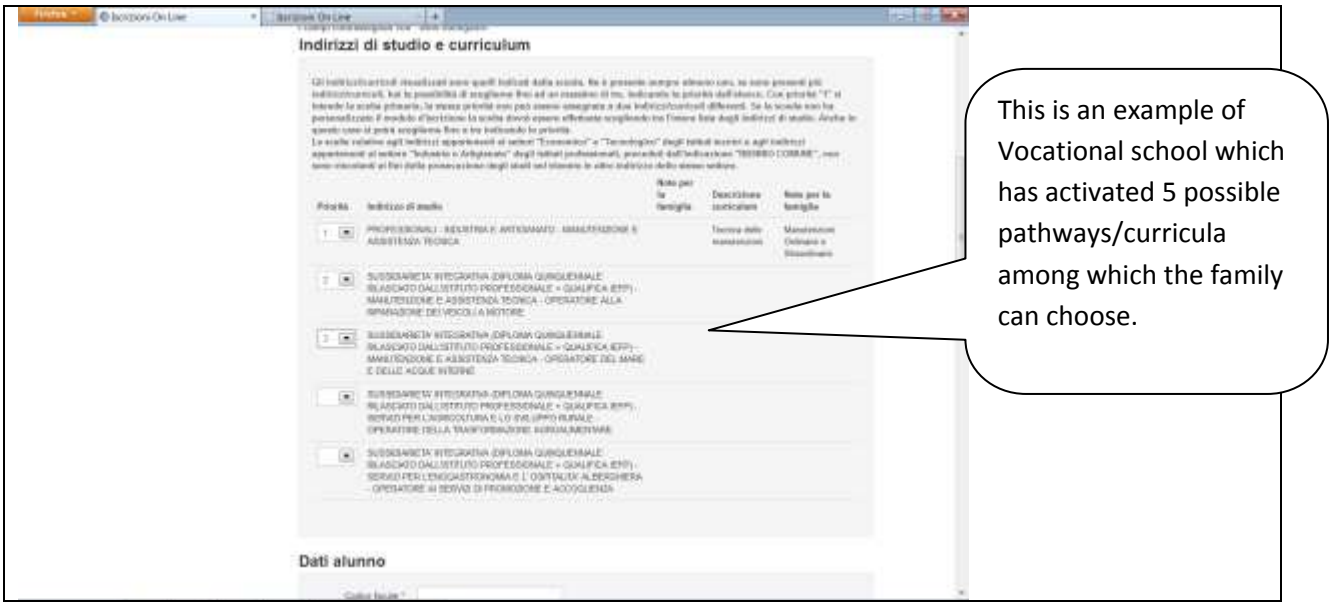
However we suggest you to contact the school in order to get information about pathways/curricula which are really activated.



For Vocational schools and in Regions with specific agreements with the State, a choice can be made between either three-year qualification courses or four year diploma courses.

The choices related to pathways within “Economic” and “Technological” areas in Technical schools or the choices related to pathways within “Industry and Craftsmanship” areas in Vocational schools (“BIENNIO COMUNE”), are not binding for the following school years.

However the user will need to indicate a choice.

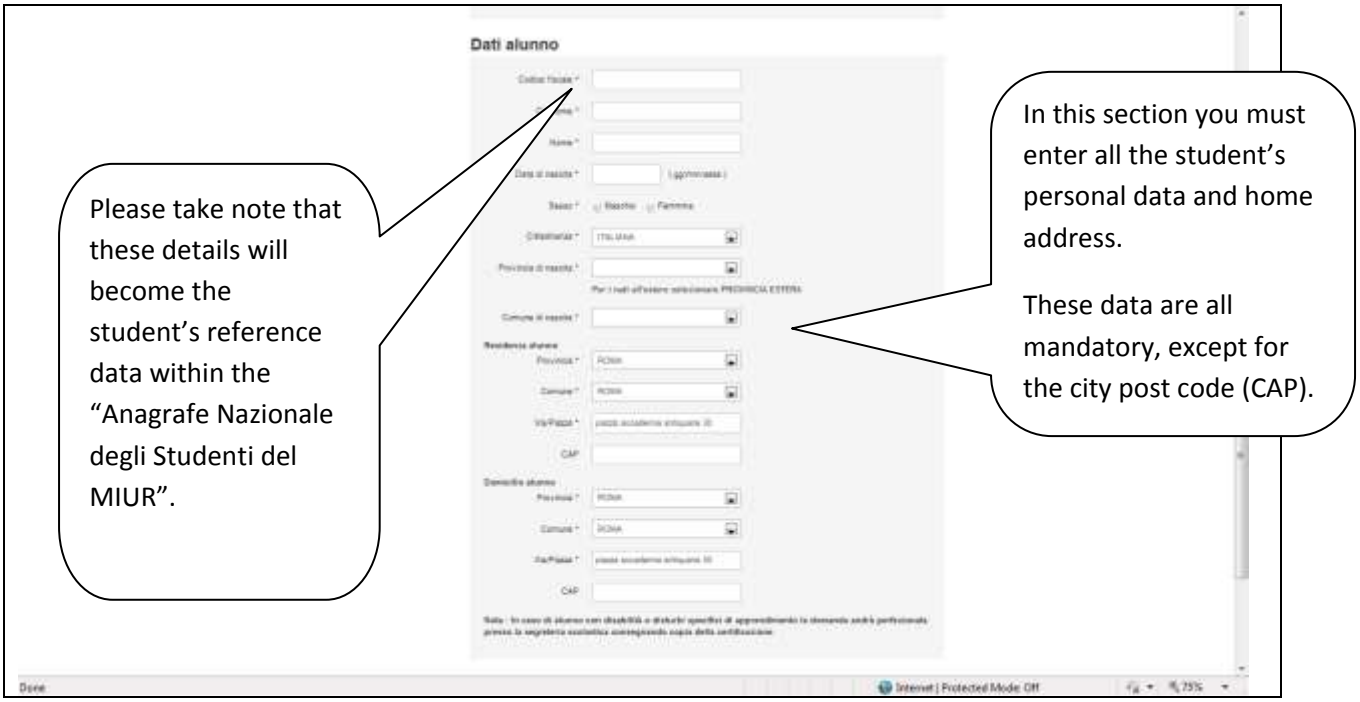


How to enter the student's data

You will need to enter the student's data, paying particular attention to personal data and tax code.

The tax code and personal data will be used to recall, where available, the name of the school the student attended the previous year.

If the student is applying for the first time to the school, such information will be used to create a new position within the "Anagrafe Nazionale degli Studenti del Ministero dell'Istruzione".

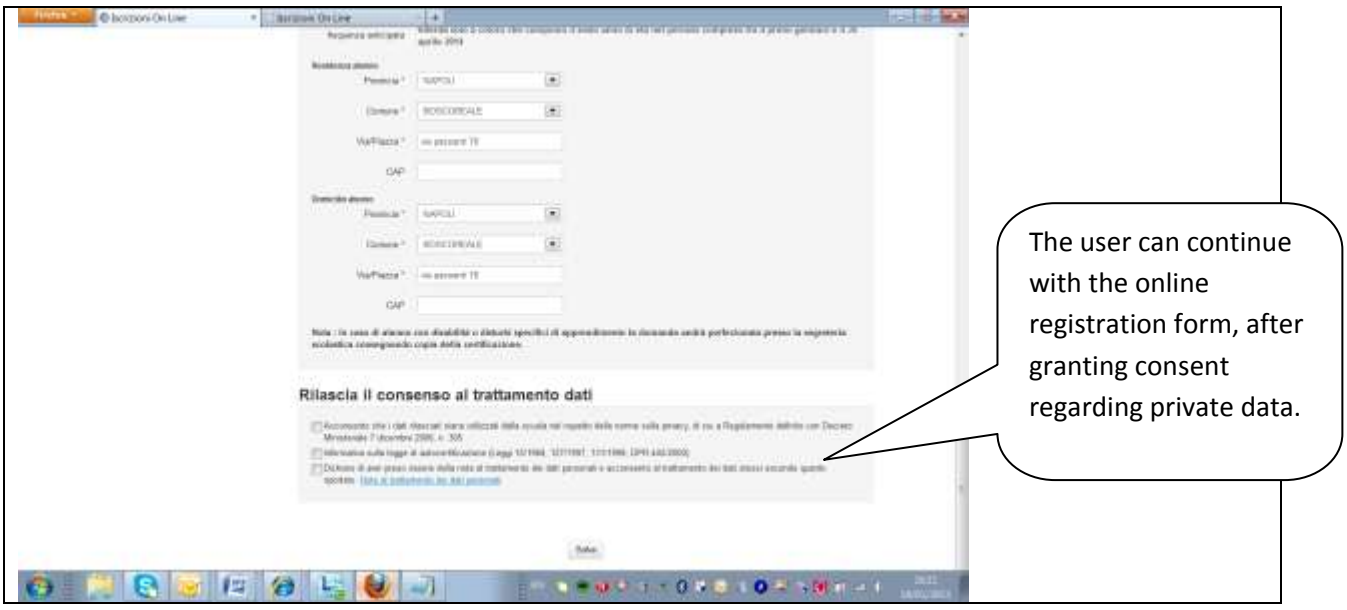


You may receive the following warning: "The student's personal data do not match with data in the "Anagrafe Alunni del Ministero dell'Istruzione" data bank. Please contact the school the student is currently attending". This means that the student results in the "Anagrafe Nazionale degli Studenti" (as a student attending the current school year), but with identification data not perfectly in line with the ones presently declared by the parent.

This message will not prevent you to successfully complete the registration, however it is necessary for you to contact the school in order to have correct information.

How to grant consent regarding private data

After entering the student's data, you will need to grant consent regarding private data.



How to enter the data about the family

With this function you have the possibility to enter the family's data. You will need to fill in some of the sections required for the submission of the application.

If data are entered by a family, the system will automatically recall the data entered during the registration phase.

If a school is entering data on behalf of a family, these data can be modified and updated later.

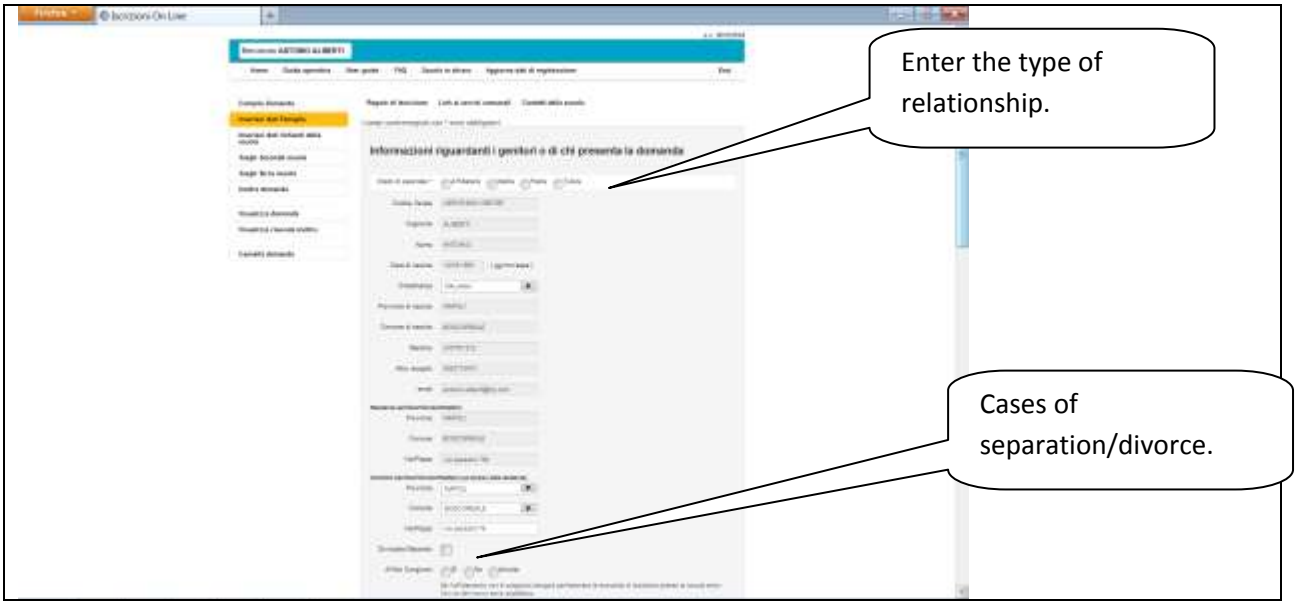
The system will recall all the personal data already entered during the registration phase. The user can include additional missing data such as:

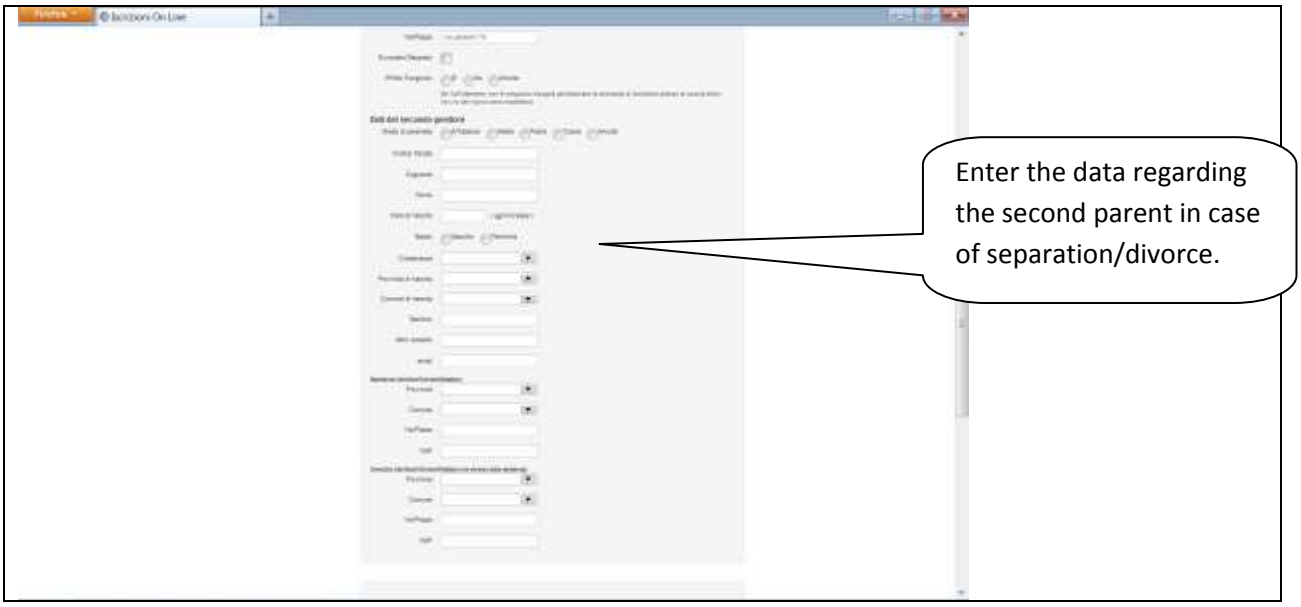
- Degree of relationship (mother / father / guardian)
- Citizenship
- Cases of separation/divorce, possible state of joint custody. If the custody is not joint, the application must be finalized only going to the school before the beginning of the new school year
- Data regarding the second parent in case of separation/ divorce.

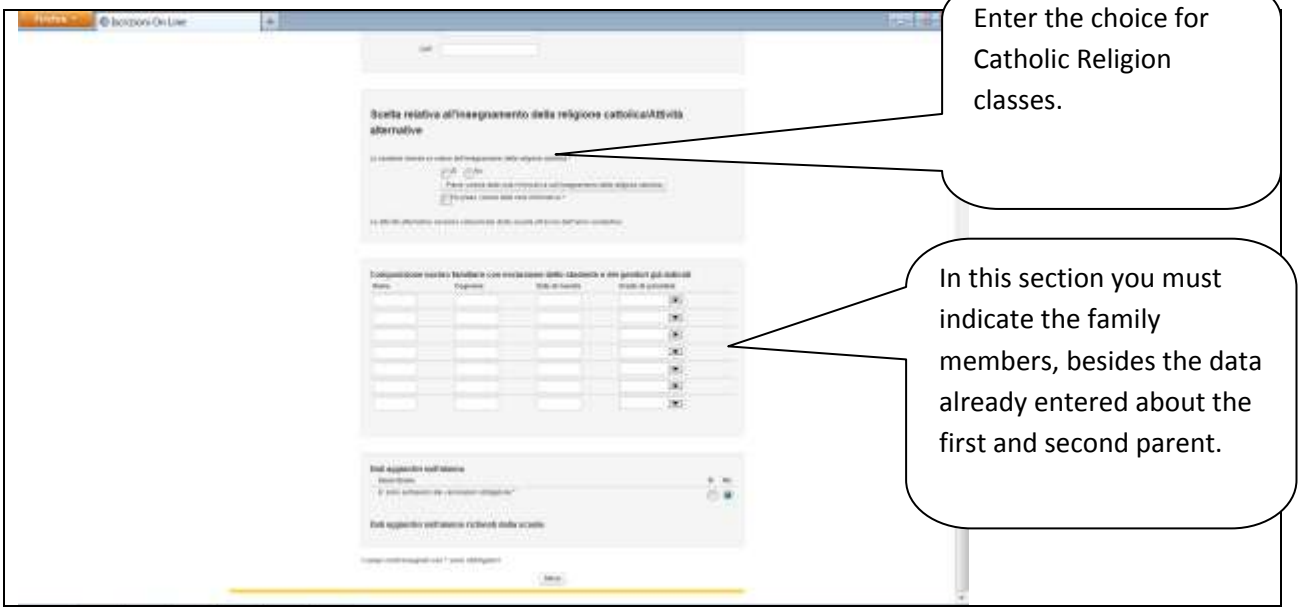
The following information is also requested:

- **Choice of Catholic Religion classes**
  In this section you will need to take note of the privacy policy and specify the will of attending Catholic Religion classes. Should the student not wish to attend, alternative activities will be communicated by the school at the beginning of the school year.

- **Data on Family**
  In this section the family will need to enter the personal data of each member.

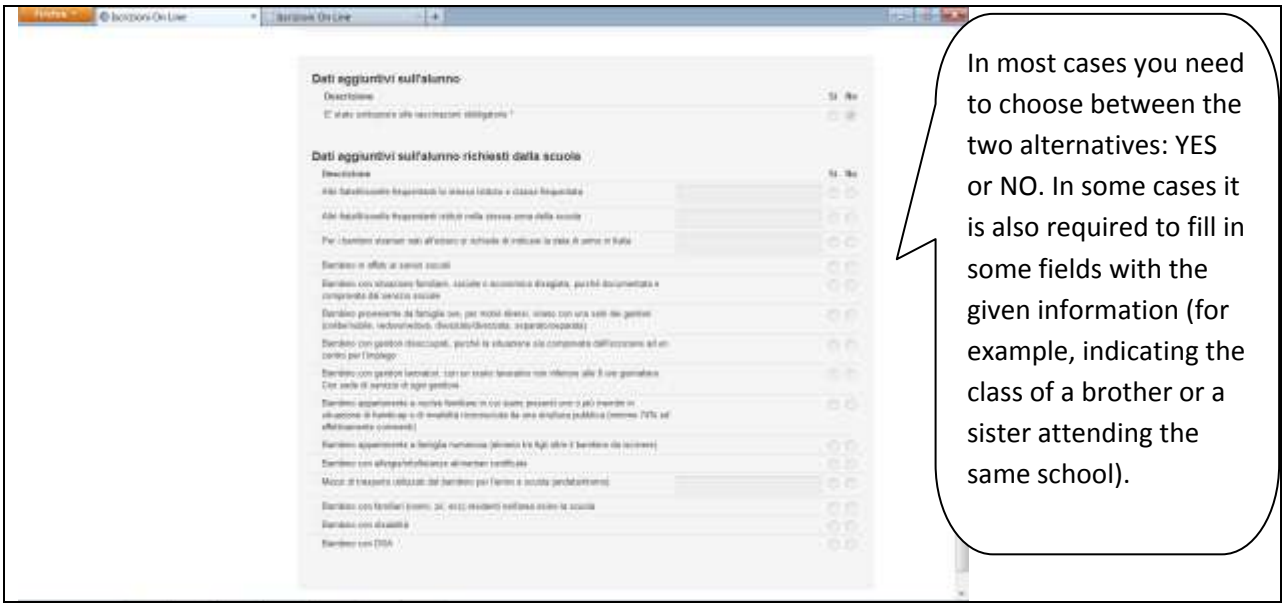



Enter the data regarding the second parent in case of separation/divorce.


Scelta relativa all'insegnamento della religione cattolica/Attività alternative
Enter the choice for Catholic Religion classes.
In this section you must indicate the family members, besides the data already entered about the first and second parent.

Additional data about the student requested by the school

In this section, you must specify whether the child has undertaken mandatory vaccinations. You will need to supply all the specific information required by the school that has personalized the registration form. The items marked by an * are mandatory information for the school. During the application submission phase, if one or more of these details are not provided, a specific warning message will be visualized, however not preventing the forwarding of the application.

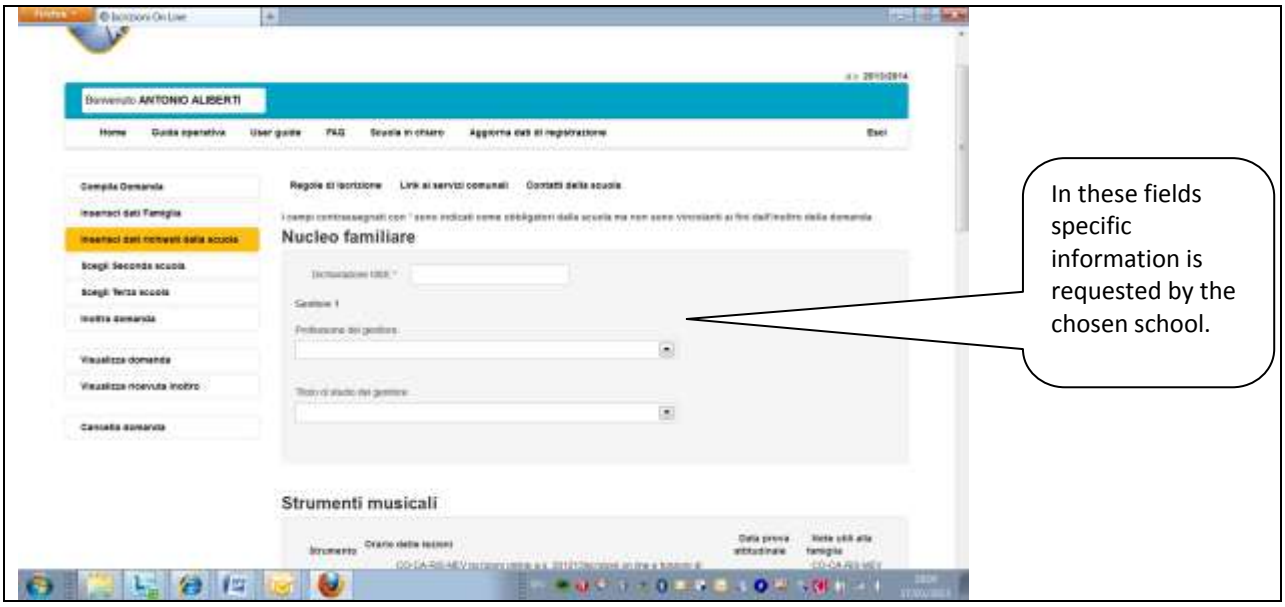


How to enter the data requested by the school

In this section of the form, data responding to specific information requested by the school are collected. These data will be used by the school for a better planning of services and pathways for the following school year, or to make sure they meet the requirements needed to entitle priority in the application acceptance.

Therefore it is recommended to fill in all the required fields marked as usual with an asterisk (*).

The following screen is an example of the additional information requested by the first school chosen.


Benvenuto ANTONIO ALIBERTI
Home
Guida operativa
User guide
FAQ
Scuola in chiaro
Aggiorna dati di registrazione
Esci
Compila Domanda
Inserisci dati Famiglia
Inserisci dati richiesti dalla scuola
Scegli Seconda scuola
Scegli Terza scuola
Inoltra domanda
Visualizza domanda
Visualizza ricevuta inoltro
Cancella domanda
Regole di iscrizione
Link ai servizi comunali
Contatti della scuola
Nucleo familiare
Strumenti musicali
In these fields specific information is requested by the chosen school.

Progetti di ampliamento dell'offerta formativa
Servizi offerti dalla scuola
Ulteriori dati richiesti dalla scuola
Richieste della famiglia
In these fields specific information is requested by the chosen school.

How to choose a second and third school

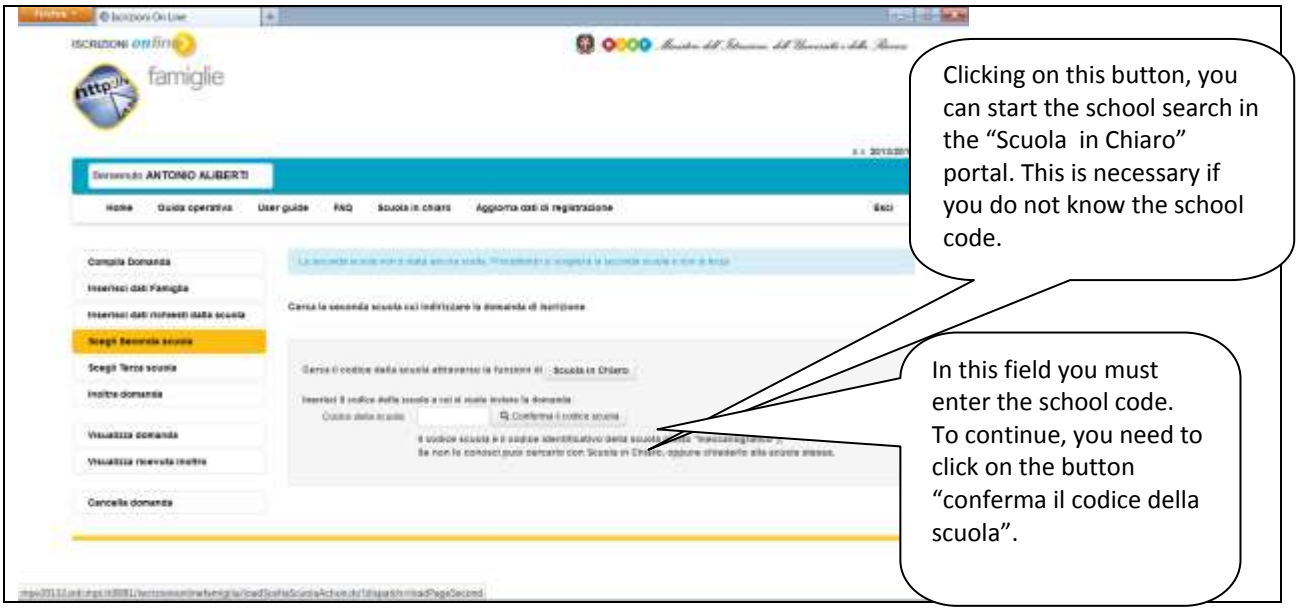
In the event a parent wishes to include a second and third preference, this can be done by using the menu on the left “Scegli Seconda scuola” and “Scegli Terza scuola”.
The choice, which remains optional, implies that the first school can transfer the application to another school indicated by the parent in case of unavailability of places in the new school year in accordance to the rules stated in the registration form.

As for the first school, the user can directly indicate the school code or research it in the “Scuola in Chiaro” portal.

If you have chosen a Primary school as the first school, you can choose a second and third school of the same level. For each option you will need to indicate the preferred school timetable.

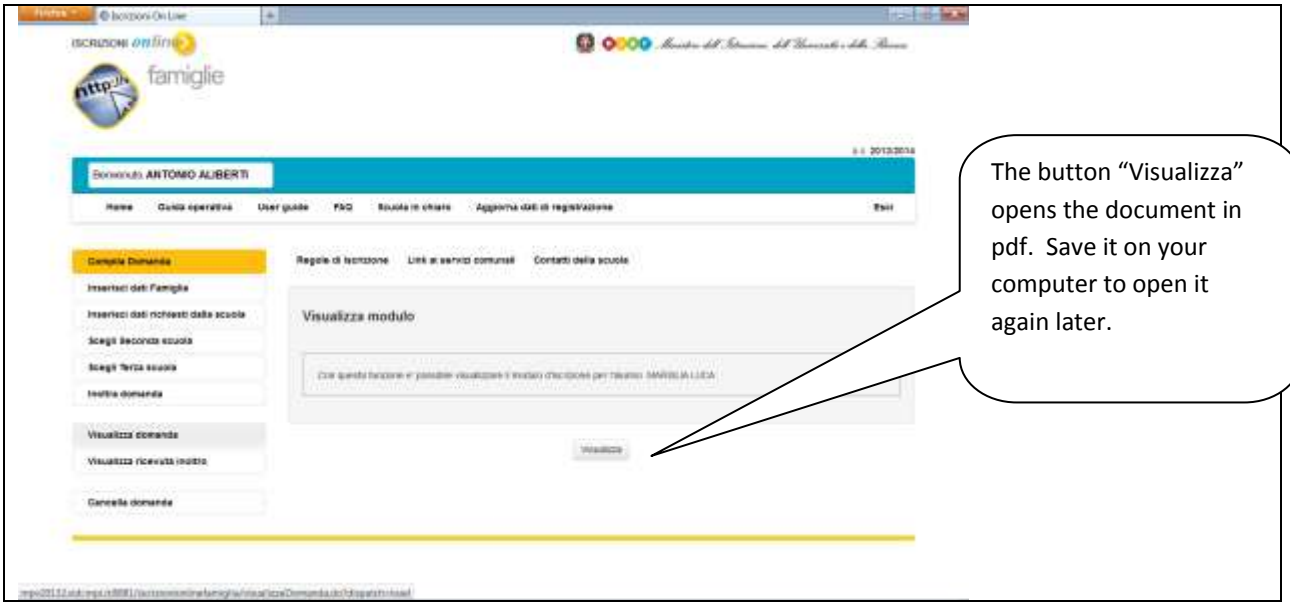
If you have chosen a Lower Secondary school as the first school, you may choose a second and third school of the same level. For each option you will need to indicate at least one school timetable and pathway among the ones offered by the school (“indirizzo normale” o “indirizzo musicale”).

If you have chosen an Upper Secondary school as the first school, you may choose a second and third school of the same level. For each option you will need to indicate at least one pathway among the ones offered by the school.



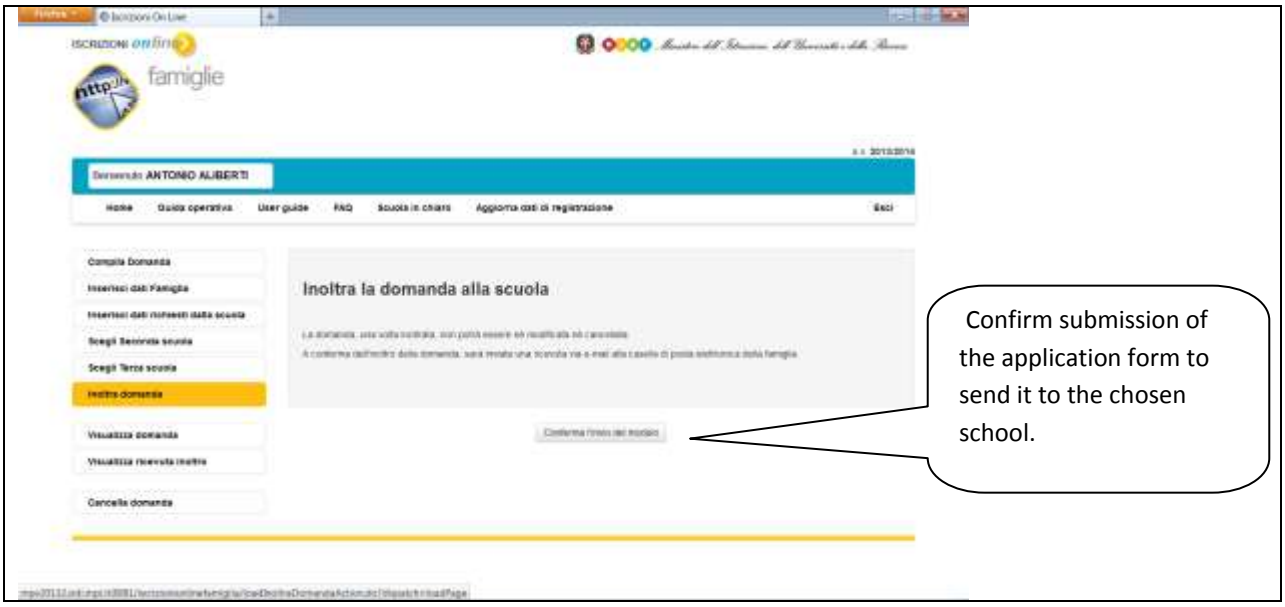
How to view the application

You have the possibility to view and print your application in PDF at any time.
Check that all the required fields (marked with an asterisk) have been entered correctly.



How to submit the application

Once completed, the user must submit the application.
The operation allows you to forward the online application to the school; in real time it can be visualized even by the school the student is attending, in order to enable necessary supervisory activities on compulsory schooling. If the student is applying for the first year of a Primary school, the application is sent only to the addressed school.



The application cannot be submitted if essential data are missing: the first two fields of the menu on the left are considered mandatory.

How to view the application receipt

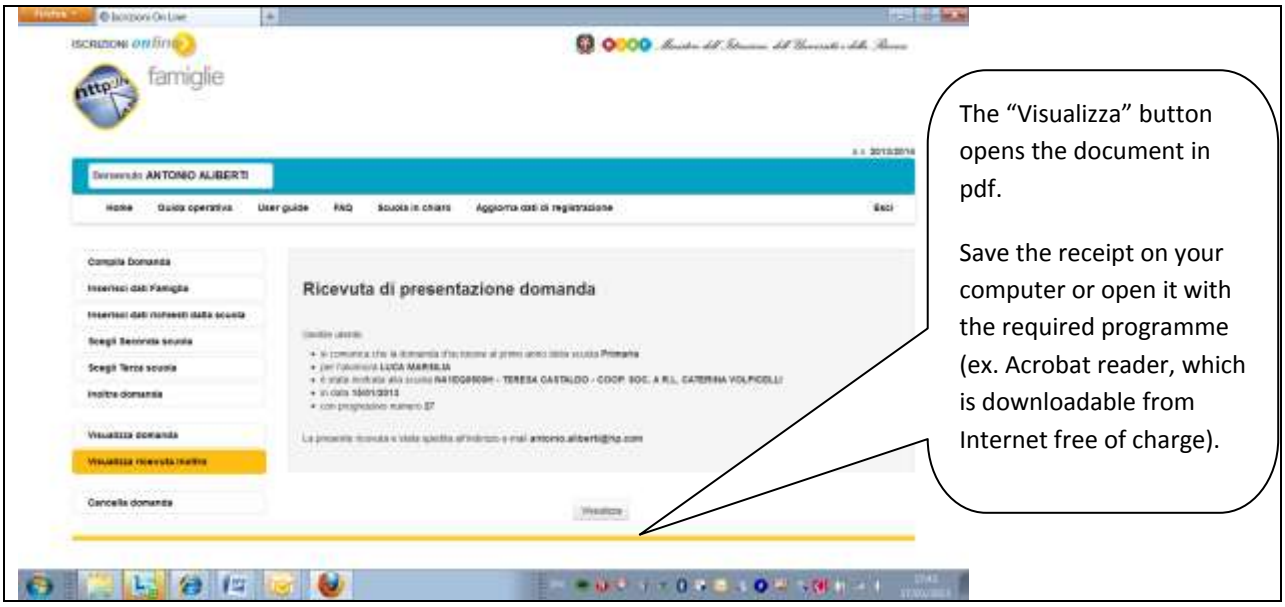
The user can visualize and print the application submission receipt at any time. This receipt will also be sent by the system to the email address indicated in the application.

If the application is submitted by the school on behalf of the family, once the application process is completed, the school will view, print the receipt and deliver it to the family.

The receipt will indicate the following data:

- Level and grade of education referred to
- Name of the student
- Name and school code applying for (data related to the second and third school will not be shown: they can be found opening the application)
- Date of application
- Progressive number of the application

The receipt will be required if you need to contact the current school or the applying school for further additional updates.



The “Visualizza” button opens the document in pdf.

Save the receipt on your computer or open it with the required programme (ex. Acrobat reader, which is downloadable from Internet free of charge).

How to delete an application

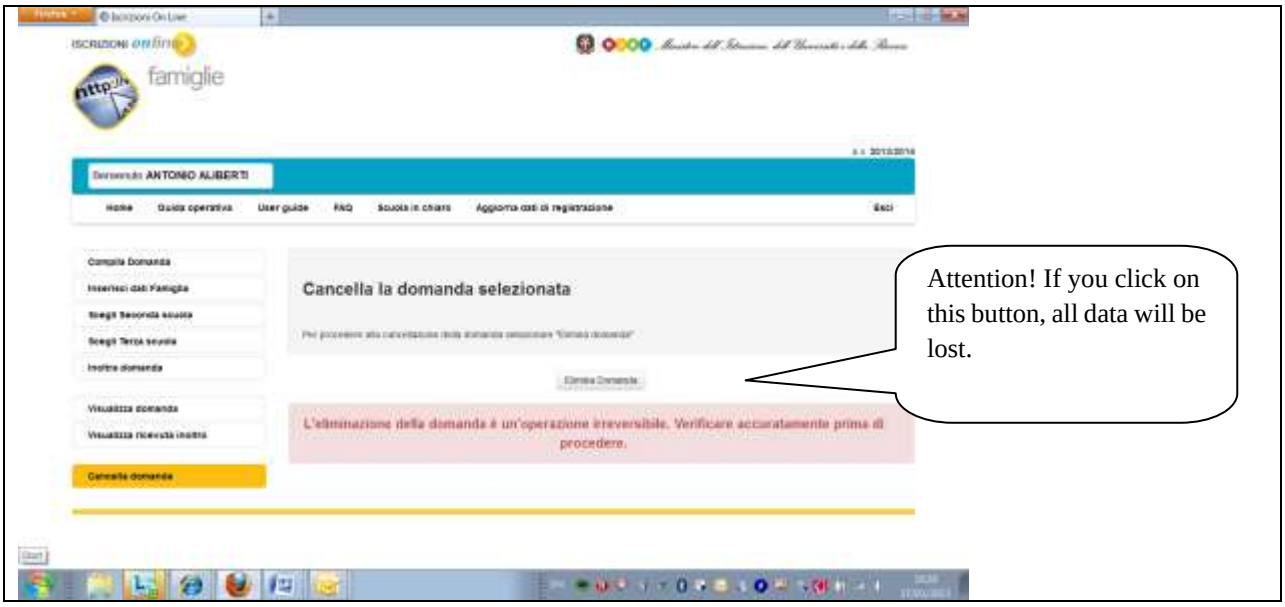
The user may need to delete an application during the process. This operation can be made only in the following phases:

- Incomplete: when the application has not been completed in all its required field.
- In progress: when the application has been completed but not yet submitted to the applying school.
- Rejected, pending further information: when the application was submitted to the applying school and for some reasons it was unable to evaluate it. To verify the status of the application you can go to the home page under the section " SITUAZIONE DOMANDE" and check the column "STATO DELLA DOMANDA" on the application.

The application cannot be deleted in the following phases:

- Submitted: when the application has already been sent to the applying school. In this case you will need to contact the school you applied to.
- Accepted: when the application has already been received by the applying school. In this case you will need to contact the school you applied to.
- Forwarded to another school: when the application has been received by the applying school and forwarded to the second or third school of choice as unable to satisfy the request. In this case you will need to contact the school currently reviewing the application.

After deletion, all data in the application are lost.


famiglie
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Esci
Compila Domanda
Inserisci dati Famiglia
Scegli Seconda scuola
Scegli Terza scuola
Inoltra domanda
Visualizza domanda
Visualizza ricevuta inoltro
Cancella domanda
Cancella la domanda selezionata
Elimina Domanda
L'eliminazione della domanda è un'operazione irreversibile. Verificare accuratamente prima di procedere.
Attention! If you click on this button, all data will be lost.