



“Online Applications”

Application Submission

User’s Manual

Contents

Procedures for the online registration	3
How the online registration operates	3
How to apply	3
Information needed for application	4
Common aspects of the application interface	5
Home page	6
How to submit a new application	7
How to choose school timetables in both Primary and Lower Secondary schools	10
How to choose pathways in Lower Secondary schools	11
How to choose pathways in Upper Secondary schools	11
How to enter the student's data	14
How to grant consent regarding private data	15
How to enter the data about the family	16
Additional data about the student requested by the school	18
How to enter the data requested by the school	18
How to choose a second and third school	20
How to view the application	21
How to submit the application	21
How to view the application receipt	22
How to delete an application	24

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:

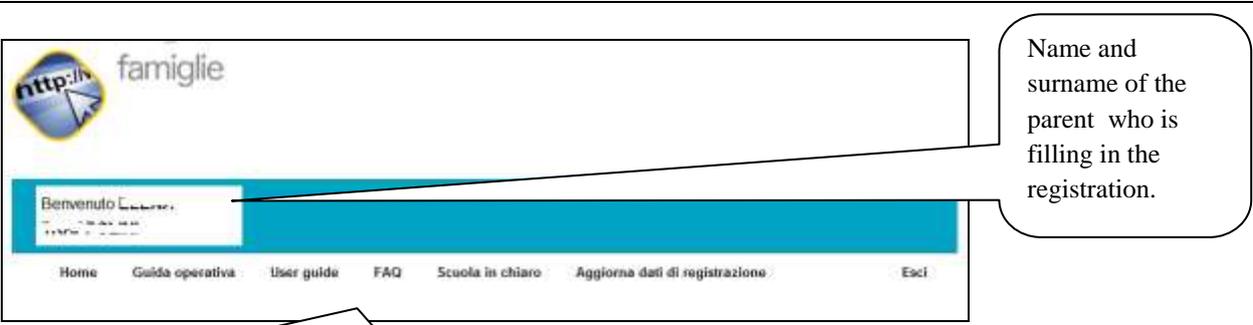
- Information regarding the first parent (tutor or guardian).
- Information regarding the second parent, in case of separation/divorce or joint custody.
- Personal and residence details of the student applying to the school, including the tax code.
- Information regarding the previous school.
- Foreign 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.



The screenshot shows the top part of a web application. At the top left is a logo with a globe and the text "famiglie". Below it is a blue horizontal bar containing the text "Benvenuto [Nome Cognome]". Below this bar is a navigation menu with the following items: Home, Guida operativa, User guide, FAQ, Scuola in chiaro, Aggiorna dati di registrazione, and Esci. Two callout boxes are present: one pointing to the "Benvenuto" text and another pointing to the navigation menu.

Name and surname of the parent who is filling in the registration.

Common links for the whole application
Home: Returns to the Home page
Guida operativa: Opens the user’s manual in the Italian version
User guide: Opens the user’s manual in the English version
FAQ: Frequently Asked Questions
Scuola in chiaro: Accesses to “Scuola in chiaro” application
Aggiorna dati di registrazione: Allows to change some of the data entered during the registration
Esci: Log out

Home page

The screenshot shows the 'ISCRIZIONI online' home page. At the top left, there are logos for 'ISCRIZIONI online' and 'famiglia'. A callout points to the navigation menu with the text 'Application Menu items.' The main header area contains a 'Benvenuto' message and a navigation bar with links: Home, Guida, FAQ, Scuola in chiaro, and Aggiorna dati di registrazione. A callout points to this area with the text 'Summary of the actions on this page.' Below the header, there is a section titled 'Indicazioni operative' with a list of instructions: 'Aggiorna i propri dati anagrafici', 'Presenta domanda di iscrizione alla scuola interessata', and 'Verifica l'andamento delle domande presentate'. The main content area is titled 'SITUAZIONE DOMANDE' and contains a table with the following data:

Selezione	Alunno	Scuola selezionata	Stato domanda
1	...	RMMM88903A VIA DEL COLLE ROCCA S. STEFANO	IN LAVORAZIONE
2	...	RMMM88903A VIA DEL COLLE ROCCA S. STEFANO	INOLTRATA
3	...	RMMM88903A VIA DEL COLLE ROCCA S. STEFANO	INCOMPLETA

At the bottom of the table, there is a button labeled 'Vai alla domanda'. A callout points to this button with the text 'Action links'. Another callout points to the table with the text 'Dashboard display of the applications submitted by the parent and their status.'

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.



The screenshot shows the 'Scuola in Chiaro' portal interface. At the top, there is a navigation menu with links for 'Home', 'Guida operativa', 'User guide', 'FAQ', 'Scuola in Chiaro', 'Aggiorna dati di registrazione', and 'Esci'. Below the menu, there is a section titled 'Domanda d'iscrizione - Scegli la scuola'. The main content area contains a form with the following elements:

- A heading: 'Cerca il codice della scuola attraverso la funzione di Scuola in Chiaro'.
- A sub-heading: 'Inserisci il codice della scuola e poi si vede tentare la domanda'.
- A text input field labeled 'Codice della scuola'.
- A button labeled 'Conferma il codice scuola'.
- Below the form, there is explanatory text: 'Il codice scuola è il codice identificativo della scuola (noto "meccanografico"). Se non lo conosci puoi cercarlo con Scuola in Chiaro, oppure chiederti alla scuola stessa.'

Two callout boxes provide additional instructions:

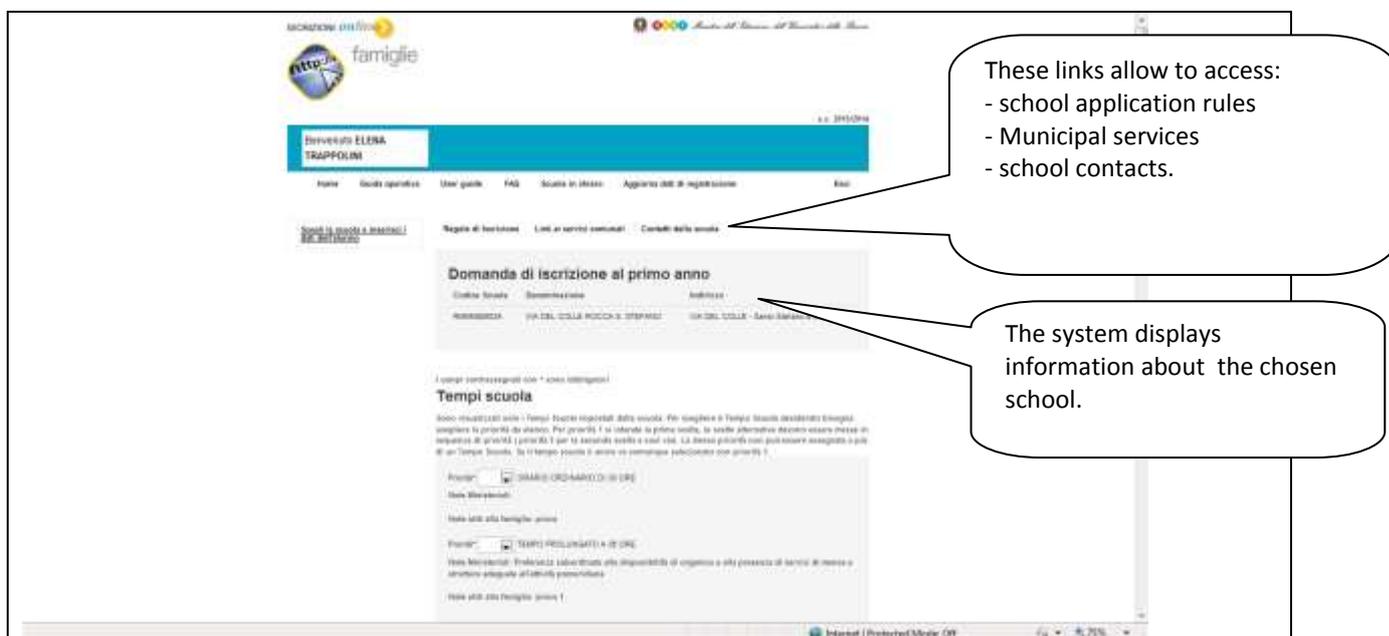
- The first callout points to the 'Conferma il codice scuola' button and states: 'Clicking on this button you can start the school search in the “Scuola in Chiaro” portal. This is necessary if you do not know the school code.'
- The second callout points to the 'Codice della scuola' input field and states: 'The school code must be entered in this field. To continue, you must click on the button “Conferma il codice della scuola”.'

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.

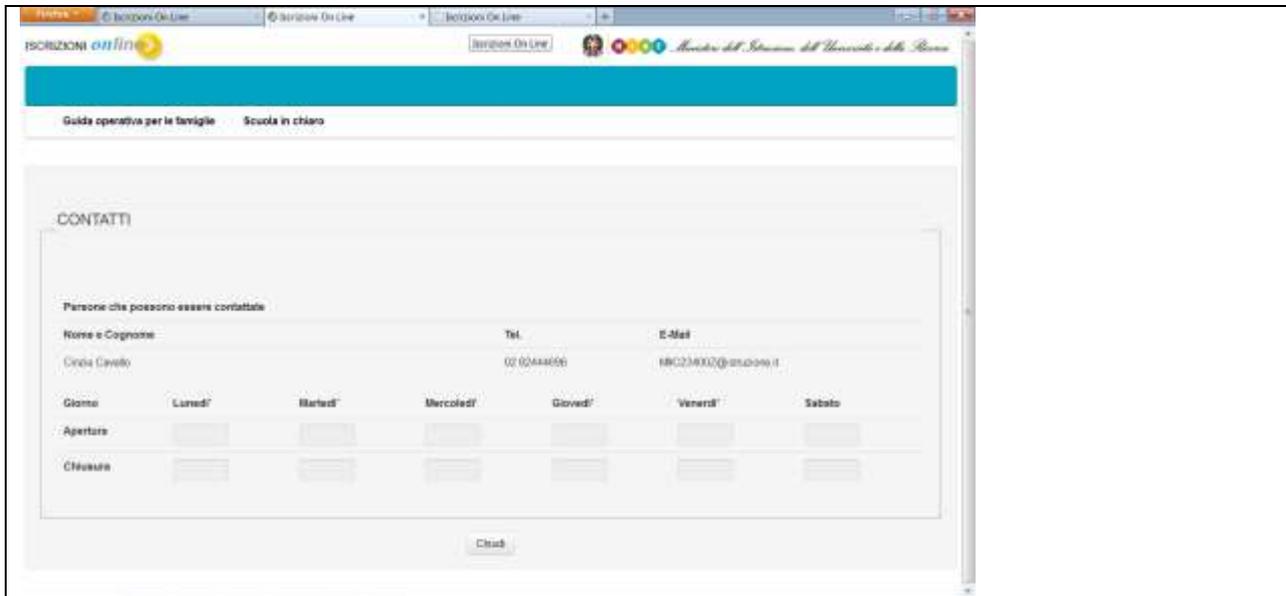
From this screen onwards you will find important and useful links, which you can refer to for information on:

- 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.



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.

Tempi scuola

Sono visualizzati solo i Tempi Scuola impostati dalla scuola. Per scegliere il Tempo Scuola desiderato bisogna scegliere la priorità di scelta. Per priorità 1 si intende la prima scelta, le scelte alternative devono essere messe in sequenza di priorità (priorità 2, 3, ecc.) e così via. La stessa priorità non può essere assegnata a più di un Tempo Scuola. Se il tempo scuola è un tempo scuola selezionato con priorità 1.

Priorità 1 24 ORE SETTIMANALI

Note Ministeriali: Solo se il numero delle iscrizioni permette la formazione della classe.

Priorità 2 TEMPO PIENO PER 40 ORE

Note Ministeriali: Preferenza subordinata alla disponibilità di organico e alla presenza di servizi di mensa e strutture adeguate all'attività pomeridiana e alla maggioranza delle preferenze espresse ai genitori.

Note utili alle famiglie: Prestito servizio mensa a pagamento salvo casi di esenzione.

Dati alunno

Codice fiscale *

Cognome *

Nome *

Data di nascita * (aggiornata)

Sexo * Maschio Femmina

This example refers to a Primary school. School timetables the family can choose are the ones the school has decided to offer. In this case the user is opting for 24 hours per week as Priority (1) and, as a second choice, he/she is also willing to accept the “full time” option (“tempo pieno”), 40 hours per week (Priority 2).

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.

Indirizzi di studio

Gli indirizzi visualizzati sono quelli indicati dalla scuola. Se più di uno, indicare l'indirizzo prescelto.

Indirizzo di studio	Note per le famiglie	Selezione
MUSICALE		<input type="checkbox"/>
ORDINARIO		<input type="checkbox"/>

Dati alunno

Codice fiscale *

Cognome *

Nome *

Data di nascita * (aggiornata)

Sexo * Maschio Femmina

Cittadinanza * ITALIANA

Provincia di nascita *

In this example the school offers both the “normal” pathway and the “musical” one. The user must choose one of them.

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.

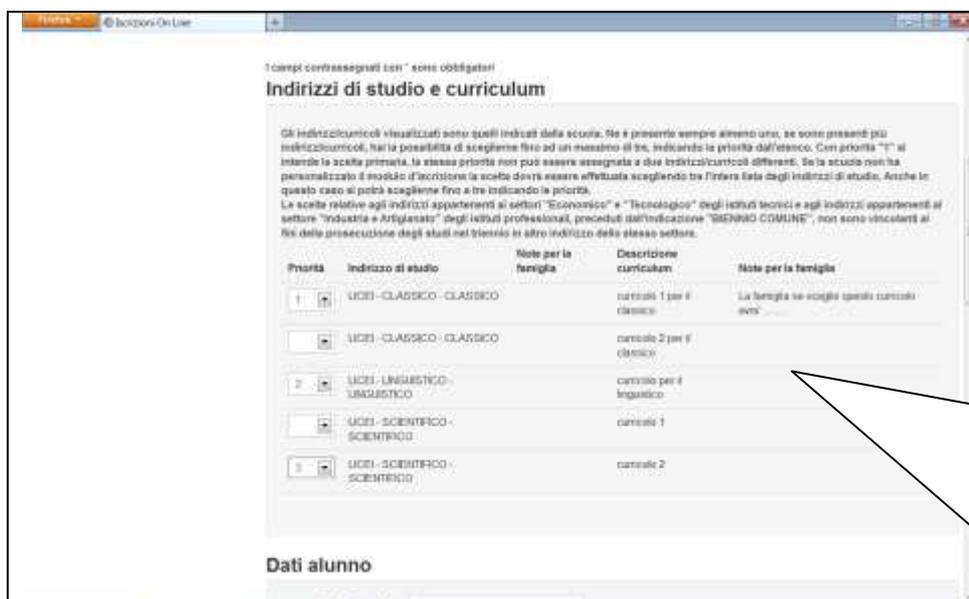
If “Curricula” are offered, you will need to choose between matching pathway/curriculum proposed.

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.



In this example the school has listed different pathways/curricula that the user can choose.

Priority n.1 is for “Classico” “curricolo 1”.

The second preference is for “Linguistico” and the third one for “Scientifico” “curricolo 2”.

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.

The screenshot shows the 'Indirizzi di studio e curriculum' section of the 'Boripos On Line' application. The page displays a list of five possible study paths/curricula for a vocational school. A callout box points to the list with the text: 'This is an example of Vocational school which has activated 5 possible pathways/curricula among which the family can choose.'

Priorità	Indirizzo di studio	Nota per la famiglia	Descrizione articolata	Nota per la famiglia
1	PROFESSIONALI - SECTORIALE - ARTICOLATO - QUALIFICAZIONE E ASSISTENZA TECNICA		Tecnica della manutenzione	Manutenzione Ordinaria e Straordinaria
2	SUBSECONARIA INTEGRATA (DIPLOMA QUINQUENNALE - BIENNIO DALL'ISTITUTO PROFESSIONALE + QUALIFICA ENP) - MANUTENZIONE E ASSISTENZA TECNICA - OPERATORE ALLA RIPARAZIONE DEI VEICOLI A MOTORE			
3	SUBSECONARIA INTEGRATA (DIPLOMA QUINQUENNALE - BIENNIO DALL'ISTITUTO PROFESSIONALE + QUALIFICA ENP) - MANUTENZIONE E ASSISTENZA TECNICA - OPERATORE DEL MANE E DELLE ACQUE VIVERI			
4	SUBSECONARIA INTEGRATA (DIPLOMA QUINQUENNALE - BIENNIO DALL'ISTITUTO PROFESSIONALE + QUALIFICA ENP) - SERVIZI PER L'ARCHITETTURA E LO SPAZIO RURALE - OPERATORE DELLA VALORIZZAZIONE TURISMOALBERGHI			
5	SUBSECONARIA INTEGRATA (DIPLOMA QUINQUENNALE - BIENNIO DALL'ISTITUTO PROFESSIONALE + QUALIFICA ENP) - SERVIZI PER L'ENOGASTRONOMIA E L'OSPITALITÀ ALBERGHIERA - OPERATORE AI SERVIZI DI PROMOZIONE E ACCOGLIENZA			

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".

The screenshot shows a web form titled "Dati alunno" with the following fields:

- Codice fiscale *
- Cognome *
- Nome *
- Data di nascita * (1 giorno) (1 giorno)
- Sexo: Maschio Femmina
- Categoria: ITL/MAN
- Provincia di nascita *
- Comune di nascita *
- Residenza attuale: Provincia: PC00, Comune: PC00, Via/Piazza: piazza carabinieri 10, CAP: *
- Domicilio attuale: Provincia: PC00, Comune: PC00, Via/Piazza: piazza carabinieri 10, CAP: *

Two callout boxes provide additional information:

- Left callout: "Please take note that these details will become the student's reference data within the 'Anagrafe Nazionale degli Studenti del MIUR'." (Points to the tax code and personal data fields.)
- Right callout: "In this section you must enter all the student's personal data and home address. These data are all mandatory, except for the city post code (CAP)." (Points to the address and CAP fields.)

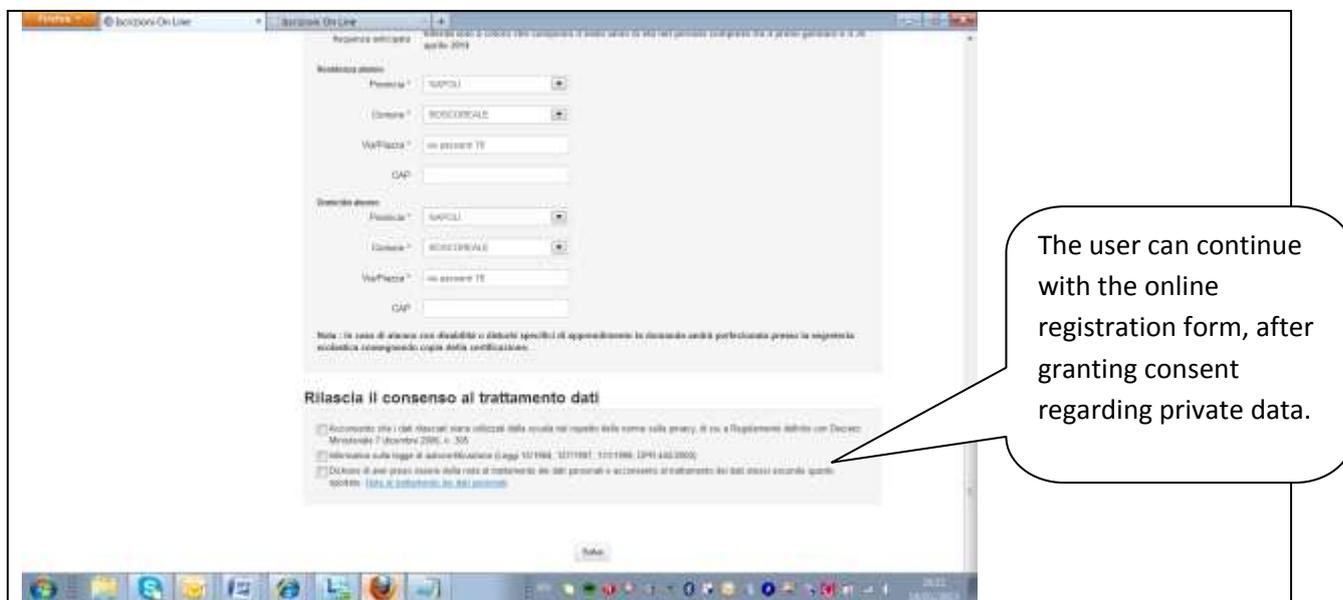
At the bottom of the form, there is a note: "Nota: In caso di alunni con disabilità o disturbi specifici di apprendimento lo studente potrà perfezionare presso la segreteria scolastica consegnando copia della certificazione."

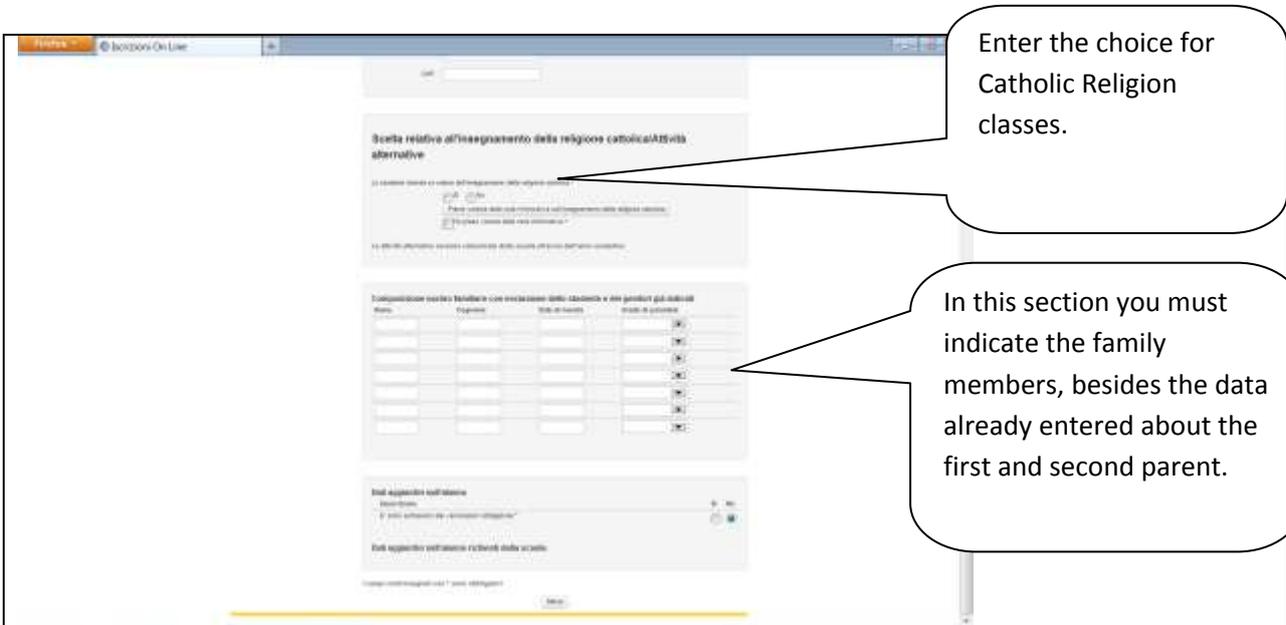
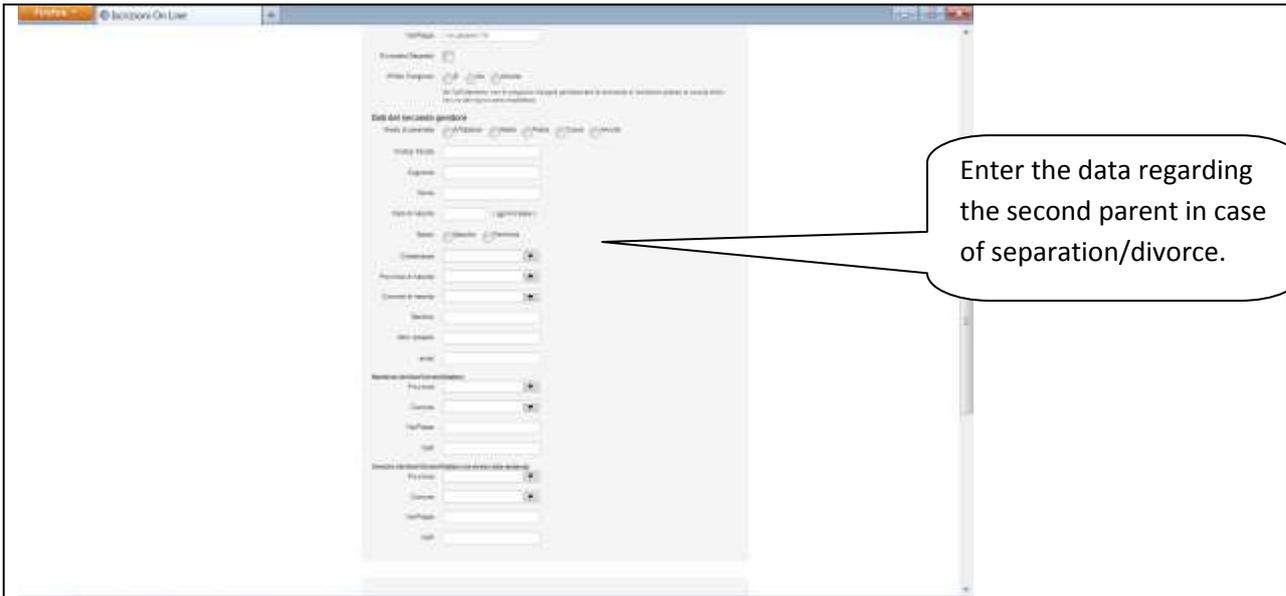
You may receive the following warning: **"The student's personal data do not match with data in the 'Anagrafe Alunni del Ministero dell'Istruzione' data bank. Please contact the school the student is currently attending"**. This means that the student results in the "Anagrafe Nazionale degli Studenti" (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.





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.

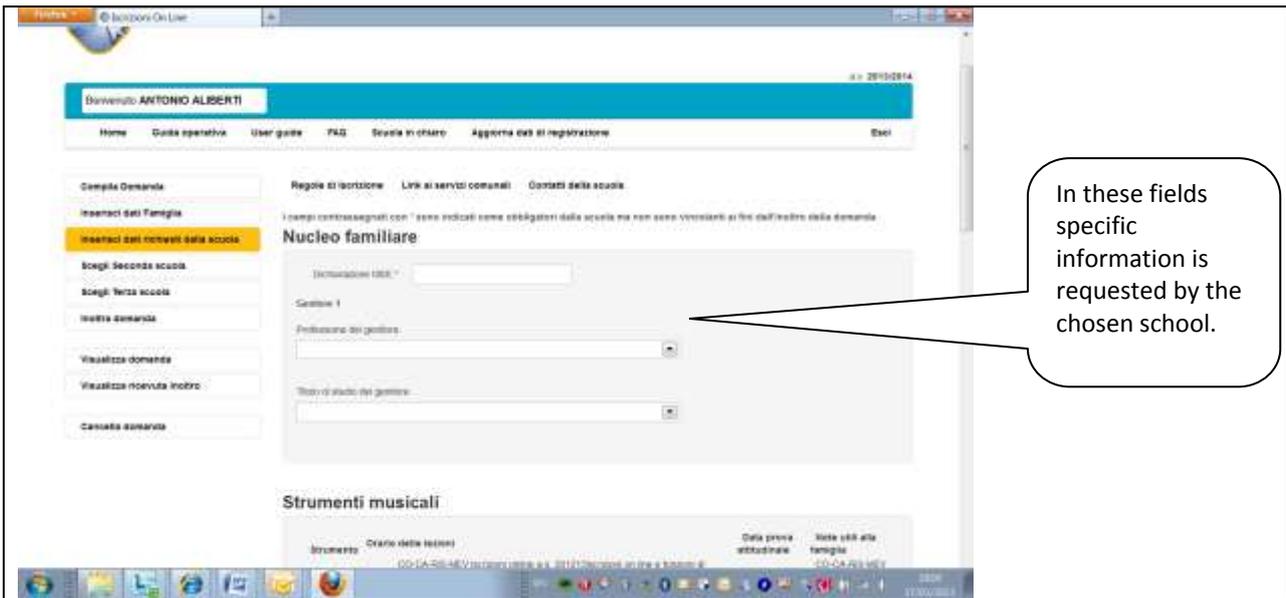
The screenshot shows a web browser window with the title 'Bospori On Line'. The main content area is titled 'Dati aggiuntivi sull'alunno' and contains several sections of data entry fields. The first section is 'Dati aggiuntivi sull'alunno' with a sub-section 'Descrizione'. Below this is another section 'Dati aggiuntivi sull'alunno richiesti dalla scuola' which contains multiple rows of fields, each with a description and a status indicator (e.g., 'SI', 'NO', or '*'). A callout box on the right side of the screenshot contains the following text: 'In most cases you need to choose between the two alternatives: YES or NO. In some cases it is also required to fill in some fields with the given information (for example, indicating the class of a brother or a sister attending the same school).'

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.



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”.

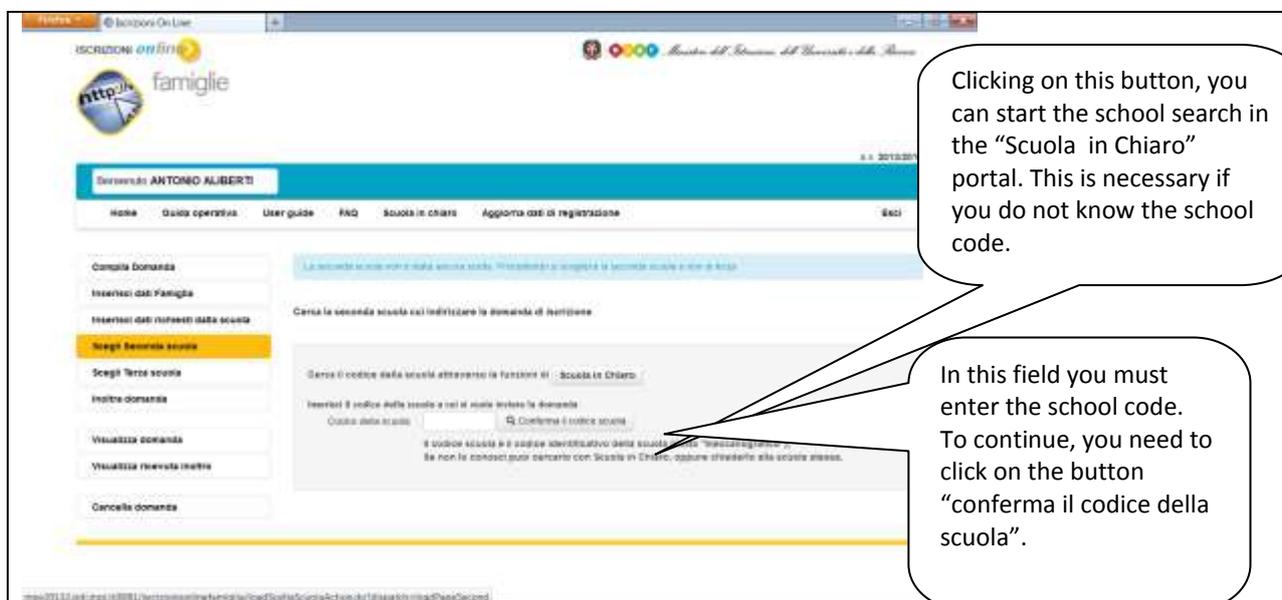
The choice, which remains optional, implies that the first school can transfer the application to another school indicated by the parent in case of unavailability of places in the new school year in accordance to the rules stated in the registration form.

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”).

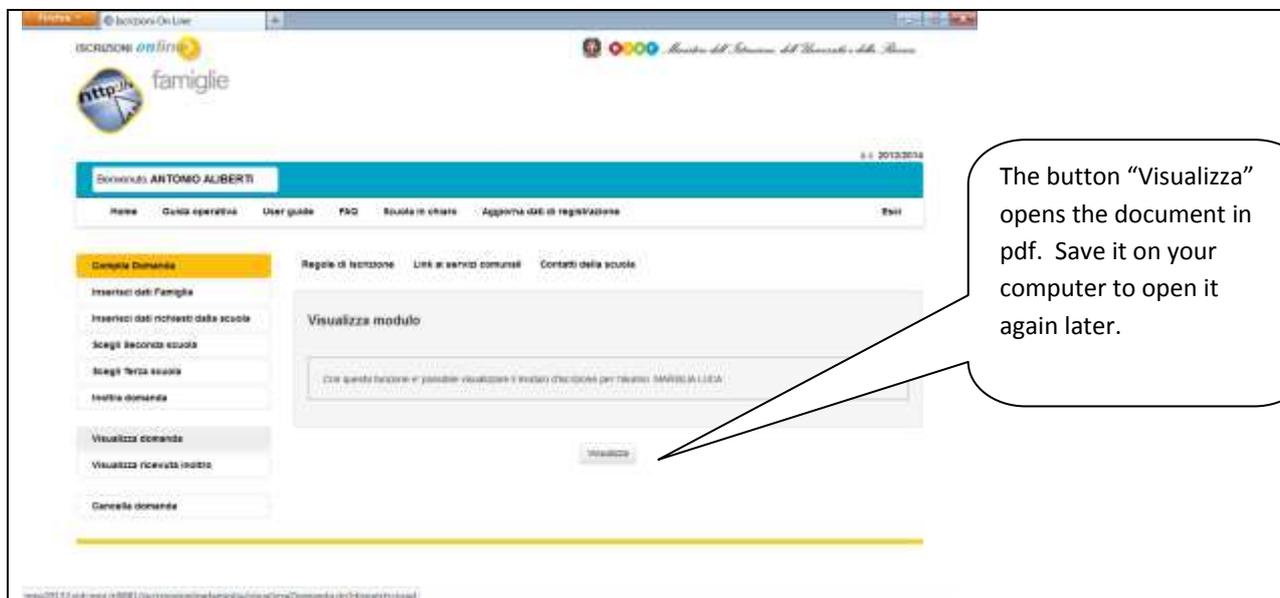
If you have chosen an Upper Secondary school as the first school, you may choose a second and third school of the same level. For each option you will need to indicate at least one pathway among the ones offered by the school.



The screenshot shows the 'Scuola in Chiaro' portal interface. The user is logged in as 'ANTONIO ALBERTI'. The main content area is titled 'Cerca la seconda scuola' and contains a search form. A callout bubble points to a button labeled 'Cerca la seconda scuola' with the text: 'Clicking on this button, you can start the school search in the “Scuola in Chiaro” portal. This is necessary if you do not know the school code.' Another callout bubble points to a text input field labeled 'Cerca il codice della scuola attraverso la funzione di “Scuola in Chiaro”' with the text: 'In this field you must enter the school code. To continue, you need to click on the button “conferma il codice della scuola”.' The interface also includes a sidebar with navigation options like 'Compila domanda', 'Inserisci dati famiglia', and 'Scegli Seconda scuola'.

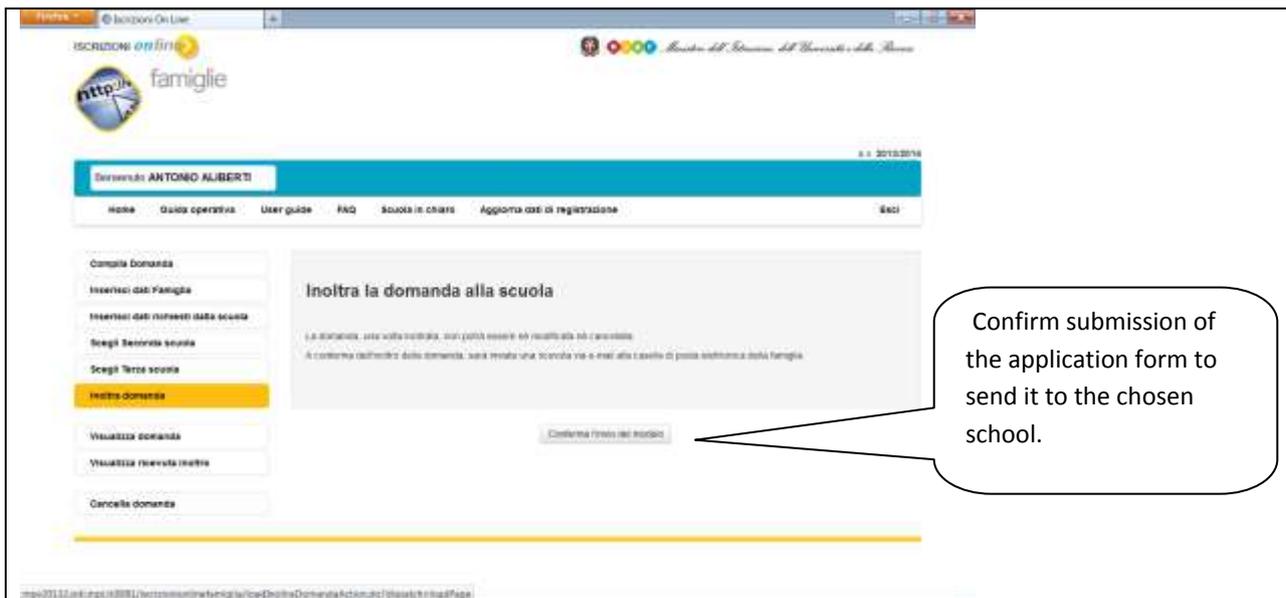
How to view the application

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.

