

# Procedures for School Enrollment

## 1 procedures for school enrolment

If you wish your child to attend a Japanese elementary school or junior high school, please follow the procedures at the School Affairs Section of the Board of Education with someone who can speak Japanese.

After completing the procedures, guardians need to go to school where they are planning to attend with their child on a designated date. There, they will receive guidance about necessary items and school rules from the homeroom teacher or the school principal.

## 2 procedures for school enrolment from the new term

If you wish your child to attend Japanese elementary school or junior high school from April, you will receive a School Attendance Notice from the Board of Education in August before the enrolment year. Go to the Board of Education with this Notice and follow the procedures.

### <schedule for school entrance ceremony>

term	Elementary school	Junior high school
Around November	Time for medical check Guidance will be mailed	
Around mid-December	Receipt of School Attendance Notice Please keep it until the school entrance ceremony.	
January to February	Attendance for school enrolment guidance Explanation of preparation for school enrolment	
April	School Entrance Ceremony Please go to school with your child and bring your School Attendance Notice.	

\* If your child is not registered as a citizen in Japan and you wish your child to attend elementary school or junior high school, please contact the School Affairs Section.

Inquiries: Sagami-hara City Board of Education  
School Affairs Section (School Enrolment Staff)  
TEL 042(769)8282