

99088048034000

# Register your child at a secondary school

Heruntergeladen am 24.07.2025

<https://fimportal.de/xzufi-services/8669390/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99088048034000
Leistungsbezeichnung I	Register your child at a secondary school
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Niedersachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Schulangelegenheiten (088)
Verrichtungskennung	Aufnahme (034)
SDG-Informationsbereich	
Lagen Portalverbund	Schule (1030100)
Einheitlicher Ansprechpartner	Nein

Modul	Sachverhalt
Fachlich freigegeben am	09.04.2025
Fachlich freigegeben durch	Lower Saxony Ministry of Culture
Handlungsgrundlage	<a href="https://voris.wolterskluwer-online.de/browse/document/cite/cf48fc0f-9ade-38f9-be4f-59b3126b3eb3">https://voris.wolterskluwer-online.de/browse/document/cite/cf48fc0f-9ade-38f9-be4f-59b3126b3eb3</a> <a href="https://www.mk.niedersachsen.de/startseite/aktuelles/aktuelle_erlasse_und_gesetze/grundsatzterlass-die-arbeit-in-der-grundschule-233512.html">https://www.mk.niedersachsen.de/startseite/aktuelles/aktuelle_erlasse_und_gesetze/grundsatzterlass-die-arbeit-in-der-grundschule-233512.html</a> <a href="https://voris.wolterskluwer-online.de/browse/document/cite/f7bb23b1-a722-3996-aa7a-ef6c4692fd10">https://voris.wolterskluwer-online.de/browse/document/cite/f7bb23b1-a722-3996-aa7a-ef6c4692fd10</a> <a href="https://voris.wolterskluwer-online.de/browse/document/cite/61c8c018-8a97-3703-bc41-1305f4ead267">https://voris.wolterskluwer-online.de/browse/document/cite/61c8c018-8a97-3703-bc41-1305f4ead267</a> <a href="https://voris.wolterskluwer-online.de/browse/document/cite/cf48fc0f-9ade-38f9-be4f-59b3126b3eb3">https://voris.wolterskluwer-online.de/browse/document/cite/cf48fc0f-9ade-38f9-be4f-59b3126b3eb3</a>
Teaser	<p>If you would like to register your child at a secondary school after elementary school, you can do this directly at the (nearest) secondary school/secondary school in your school district.</p>
Volltext	<p>The Realschule comprises grades 5 to 10 and is an inclusive school. Pupils receive an extended general education that goes beyond basic knowledge in all subjects. The focus is on independent learning and the teaching of different learning methods. As part of career orientation, pupils learn about professions and courses of study. Lessons at the Realschule consist of compulsory lessons as well as electives and optional lessons. A second foreign language (usually French) is offered as a four-hour compulsory elective course from year 6 onwards.</p> <p>In years 9 and 10, the Realschule offers a practical vocational focus with measures for career guidance and vocational training, the profiles foreign languages, economics, technology and health and social affairs.</p> <p>The following qualifications can be obtained at the end of year 10:</p> <ul style="list-style-type: none"> <li>• Secondary school leaving certificate I - Hauptschulabschluss</li> <li>• Secondary school leaving certificate I - Realschulabschluss</li> </ul>

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	<ul style="list-style-type: none"> <li>• Extended secondary school leaving certificate I, which entitles the holder to attend the upper secondary level at a grammar school, a comprehensive school or a vocational grammar school at a vocational college, among other things</li> </ul>
Erforderliche Unterlagen	<p>Mandatory:</p> <ul style="list-style-type: none"> <li>• Registration form from the host secondary school. You can collect the form from the school in advance or you can obtain it directly at the registration desk. As a rule, you can also download the form from the homepage of the school or the school authority.</li> <li>• Report card from the 1st semester of the 4th school year and then the report card from the 2nd semester of the 4th school year.</li> <li>• Vaccination certificate or medical certificate (measles protection)</li> <li>• If applicable, notice of assessment of special educational needs</li> <li>• If applicable, power of attorney from one parent or guardian for the other</li> </ul> <p>after consultation with the school:</p> <ul style="list-style-type: none"> <li>• If applicable, minutes of the counseling sessions at the elementary school (participation in sessions at primary school is not mandatory, i.e. bring along if necessary)</li> <li>• If applicable, passport photo of the child for the school file</li> <li>• Swimming badge, if applicable</li> <li>• Birth certificate of the child, if applicable</li> <li>• Certificate of registration, if applicable</li> <li>• Certificate of custody, if applicable</li> <li>• Power of attorney from one parent or guardian for the other, if applicable</li> </ul>
Voraussetzungen	<ul style="list-style-type: none"> <li>• The pupil must have successfully completed Year 4 (exception: the child has already repeated Year 4. In this case, the child moves up to year 5).</li> <li>• The parents or legal guardians must have registered their child at the secondary school.</li> </ul>
Kosten	There are no costs for the registration itself.

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Verfahrensablauf	<p>Registration for a secondary school must be submitted directly to the secondary school that the child is to attend. The schools have fixed registration deadlines for this. In exceptional cases, it may be possible to send the documents to the school by post.</p> <p>Registrations in the current school year for a change of school type are usually made at the half-year point (educational reasons). Depending on the school authority, registration can also be made using the school authority's form.</p>
Bearbeitungsdauer	No processing time, registration takes place directly at the school.
Frist	<p>Registration period: at the earliest 10 weeks and at the latest 5 weeks before the start of the summer vacation for the next school year. The school authorities can determine a staggered registration procedure for the schools in their area of responsibility.</p>
weiterführende Informationen	
Hinweise	<p>Further information can be found on the website of the Lower Saxony Ministry of Education and Cultural Affairs.</p> <p><a href="https://www.mk.niedersachsen.de/startseite/schule/unsere_schulen/allgemein_bildende_schulen/realschule/realschule-6422.html">https://www.mk.niedersachsen.de/startseite/schule/unsere_schulen/allgemein_bildende_schulen/realschule/realschule-6422.html</a></p> <p><a href="https://www.mk.niedersachsen.de/startseite/schule/unsere_schulen/allgemein_bildende_schulen/realschule/realschule-6422.html">https://www.mk.niedersachsen.de/startseite/schule/unsere_schulen/allgemein_bildende_schulen/realschule/realschule-6422.html</a></p>
Rechtsbehelf	This administrative service does not constitute an administrative act. For this reason, there is no legal remedy.
Kurztext	<ul style="list-style-type: none"> <li>• General schools: Admission to the Realschule</li> <li>• Registration takes place directly at the Realschule.</li> <li>• Parents decide which school to enrol their child at.</li> <li>• There are fixed registration dates set by the school.</li> <li>• In elementary school, teachers advise parents twice in the 4th school year as to which secondary school is best suited to their child.</li> <li>• There is an information event in the elementary school at the end of the 3rd school year or at the</li> </ul>

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	<p>beginning of the 4th school year about the secondary schools.</p> <ul style="list-style-type: none"> <li>• The parents are responsible for the registration.</li> <li>• The school authority determines whether there are catchment areas (school districts).</li> <li>• If there is only one secondary school in the school district, then there is no freedom of choice, i.e. the child can only go to this secondary school</li> <li>• Alternatively, a secondary school, lower secondary school, comprehensive school or grammar school can be chosen.</li> </ul>
Ansprechpunkt	For individual questions, please contact the school responsible for you.
Zuständige Stelle	For individual questions, please contact the school responsible for you or the school where you wish to register your child.
Formulare	<ul style="list-style-type: none"> <li>• The schools have the necessary registration forms available.</li> <li>• Online procedure possible: possibly possible - e.g. due to the pandemic (e.g. download of registration documents)</li> <li>• Written form required: yes</li> <li>• Personal appearance required: generally yes</li> </ul>
Ursprungsportal	Kind an einer Realschule anmelden, Register your child at a secondary school