

# ONLINE STUDENTS REGISTRATION

Applications for School Year 2019 - 2020

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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**

### Online enrollment for students

Also for school year 2019/2020, the online service will be available for the enrollment of all students in the first class of each grade (nursery, primary, secondary first grade and secondary second grade). The service can also be used to enroll students in all officially recognized schools .

As last year, for school year 2019/2020, enrollment in the first year of vocational and training courses provided by the vocational training agencies accredited by the Regional Administration can also be done online.

The service will be active from 8a.m. on 9<sup>th</sup> January to 8p.m. on 9<sup>th</sup> February 2019.

### 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/>

- Health Card / Regional Services Card

Once the National Health Card / TS-CNS Card has been activated, the applicant will be able to access the service using one of the following methods:

1 - Use of the health card / regional services card: in this case it is necessary to install the smart-card reader received when the card was activated and use the health card with the PIN provided during activation;

2 - Use of credentials (Fiscal Code - Password) and of the codes contained in the Security Card received during card 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 IDENTITA' 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  
**CARTA NAZIONALE DEI SERVIZI (CNS)  
CODICE FISCALE, PASSWORD E LISTA DI CODICI (OTP)**



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 l'accesso con le Credenziali e codice 'OTP' è necessario essere in possesso di:

- il tuo **Codice Fiscale**
- la **password** personale;
- la **lista dei codici** che ti è stata consegnata all'attivazione della CNS.

Per maggiori informazioni consulta il sito <http://www.regione.vda.it> alla sezione Tessera Sanitaria/Carta Nazionale dei Servizi

## Access through health card (smartcard)





**Autenticazione con Smartcard**  
inserire la carta nel lettore e premere il bottone "SMARTCARD"

SmartCard

**Accedi con Lista codici**

Utente

Password

Codici 48:  43:

Login

[Cambia password](#)

## Log in with Smartcard

Insert the card into the reader and press the SMARTCARD button

Access with codes list

USER PASSWORD CODES CHANGE PASSWORD

The parent or person in charge of the child must log in using one of the following procedures:

- By using certified credentials (Tax Code - Password) and security card: in this case, access is through an *account*, consisting of a *username* (corresponding to the Tax Code) and a *password* (sent by email following the activation of the card) and through the Security Card codes.



Accedi con Lista codici

Utente

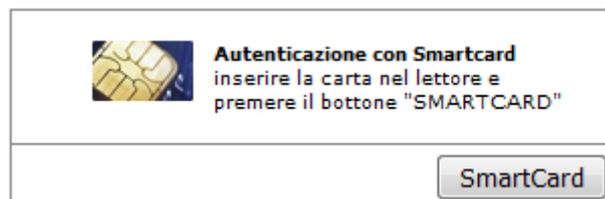
Password

Codici 1:  50:

Login

- By using the health card / regional services card: in this case you must install the smart card reader received upon activation of the card and use the health card with the PIN supplied during activation (for more information see the following link:

[http://www.regione.vda.it/TesseraSanitaria\\_CartaNazionaledeiServizi/attivazione/default\\_i.asp](http://www.regione.vda.it/TesseraSanitaria_CartaNazionaledeiServizi/attivazione/default_i.asp)).



 **Autenticazione con Smartcard**  
inserire la carta nel lettore e  
premere il bottone "SMARTCARD"

SmartCard

- Warning: please note that the student's Carte Vallée cannot be used to access the system. Parents or the person in charge must use their own card.

## Access through SPID (Digital identity Public system)



To access through SPID you need to select the subject which has released the digital identity and insert information for recognition.

## 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 09/01/2019 (h.: 08:00:00 ) to 09/02/2019 (h.: 20:00:00 )**



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 .

[I have read and agree to the terms and create a new registration](#)

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	Open  
Verdi Carla		Draft	Choice school	09/01/2018	Open 

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
<b>Tax code/ Social Security Number*</b>	<input type="text" value="AAAAAA70A00A000A"/>		<b>Date of Birth*</b>	<input type="text" value="01/01/1970"/>		
<b>Degree of kinship*</b>	<input type="text" value="Padre"/>		<b>Citizenship*</b>	<input type="text" value="Italia"/>		
<b>Surname*</b>	<input type="text" value="AAAAAAAA"/>		<b>Country of Birth*</b>	<input type="text" value="Italia"/>		
<b>Name*</b>	<input type="text" value="Aaaaaaaa"/>		<b>Province of Birth*</b>	<input type="text" value="Aosta"/>		
<b>Sex*</b>	<input checked="" type="radio"/> Male <input type="radio"/> Female		<b>Town of Birth*</b>	<input type="text" value="Aosta"/>		
<b>Residence Data</b>						
<b>Country*</b>	<input type="text" value="Italia"/>		<b>Province*</b>	<input type="text" value="Aosta"/>		
<b>Town*</b>	<input type="text" value="Aosta"/>		<b>ZIP code*</b>	<input type="text"/>		
<b>Address*</b>	<input type="text"/>					
<b>Phone / mobile phone*</b>	<input type="text" value="0"/>					
Add only if different from residence						
<b>Domicile Data</b>						
<b>Country*</b>	<input type="text" value="..."/>					
<b>Place*</b>	<input type="text"/>					
<b>Address*</b>	<input type="text"/>					
<b>Qualification *</b>	<input type="text" value="Licenza elementare"/>					
<b>Job*</b>	<input type="text" value="Disoccupato"/>					
<b>E-mail*</b>	<input type="text" value="AAAA@AAAA.AA"/>					
<b>Retype e-mail for confirmation*</b>	<input type="text"/>					

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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	Second Parent	Pupil	School	Contact details	Further options	Religion/Privacy
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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

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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

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#### 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
Tax code/ Social Security Number*	<input type="text"/>	Date of Birth*	<input type="text"/>			
Surname*	<input type="text"/>	Citizenship*	<input type="text" value="Italia"/>			
Name*	<input type="text"/>	Country of Birth*	<input type="text" value="Italia"/>			
Sex*	<input type="radio"/> Male <input type="radio"/> Female	Province of Birth*	<input type="text" value="Aosta"/>			
		Town of Birth*	<input type="text" value="..."/>			
<b>Residence Data</b>						<a href="#">Copy data concerning First parent</a>
Country*	<input type="text" value="Italia"/>					
Province*	<input type="text" value="Aosta"/>					
Address*	<input type="text"/>					
	Town*	<input type="text" value="..."/>				
	ZIP code*	<input type="text"/>				
Add only if different from residence						
<b>Domicile Data</b>						
Country	<input type="text" value="..."/>					
Place	<input type="text"/>					
Address	<input type="text"/>					
	ZIP code	<input type="text"/>				
Link with the parent*	<input type="text" value="..."/>					
The pupil has been subjected to mandatory vaccinations*						<input type="radio"/> Yes <input type="radio"/> No
Disabled student in possession of the "Verification Record to identify a disabled student for school integration" (Law 104/92)*						<input type="radio"/> Yes <input type="radio"/> No
<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>						

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### 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.

## School section

First Parent	Second Parent	Pupil	School	Contact details	Further options	Religion/Privacy
<b>Grade of School</b>	Scuola primaria					
<b>Institution of reference</b>	Istituzione Scolastica "Eugenia Martinet"					
<b>School of reference</b>	scuola primaria di Saint Martin - "Giovanni Pezzoli"					
CHOSEN SCHOOL						
<b>Grade of School</b>	Scuola primaria <input type="text"/>					
	"San Francesco Primary School" is connected to the option for the boarding school					
	<input type="checkbox"/> <b>I declare that I want to request attendance at the boarding school (Convitto), and I am aware that my application cannot be granted, but only accepted on the basis of the availability and the expected criteria of the school</b>					
	<input type="checkbox"/> <b>I hereby undertake to fill in the application for pre-registration at the boarding school secretariat, as soon as I receive confirmation of acceptance at the email address on the first parent's card</b>					
<b>Institution</b>	Istituzione Scolastica "Eugenia Martinet" <input type="text"/>					
<b>School*</b>	scuola primaria di Saint Martin - "Giovanni Pezzoli" <input type="text"/>					
<b>Reason for choosing a different school from that of reference*</b>	<input type="text"/>					
<b>The pupil attended nursery school (data to be used only for invalsi statistical surveys)*</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not available						

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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.

<b>First Parent</b>	<b>Second Parent</b>	<b>Pupil</b>	<b>School</b>	<b>Contact details</b>	<b>Further options</b>	<b>Religion/Privacy</b>
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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"/>	<input type="text"/>	<input type="text"/>

To enter a new address you must click on the ' Enter ' button.

<b>First Parent</b>	<b>Second Parent</b>	<b>Pupil</b>	<b>School</b>	<b>Contact details</b>	<b>Further options</b>	<b>Religion/Privacy</b>
---------------------	----------------------	--------------	---------------	------------------------	------------------------	-------------------------

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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### 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>						

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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 and consent to the use of photo / television shooting as described in detail on the page.

Primo genitore	Secondo genitore	Alunno	Scuola	Recapiti	Ulteriori scelte	Religione/Privacy
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**Scelta insegnamento religione cattolica**

La Repubblica italiana, riconoscendo il valore della cultura religiosa e tenendo conto che i principi del cattolicesimo fanno parte del patrimonio storico del popolo italiano, continuerà ad assicurare, nel quadro delle finalità della scuola, l'insegnamento della religione cattolica nelle scuole pubbliche non universitarie di ogni ordine e grado. Nel rispetto della libertà di coscienza e della responsabilità educativa dei genitori, è garantito a ciascuno il diritto di scegliere se avvalersi o non avvalersi di detto insegnamento. All'atto dell'iscrizione gli studenti o i loro genitori eserciteranno tale diritto, su richiesta dell'autorità scolastica, senza che la loro scelta possa dar luogo ad alcuna forma di discriminazione.  
*Legge n.121 del 25 marzo 1985 art. 9.2*

**Scelta insegnamento religione cattolica\***  Sì  No  
(In conformità dall'art. 9.2. della legge 121 1985)

La scelta operata all'atto dell'iscrizione ha effetto per l'intero anno scolastico cui si riferisce e per i successivi anni di corso in cui sia prevista l'iscrizione d'ufficio, compresi gli istituti comprensivi, ferma restando la possibilità, su richiesta di famiglie o alunni se maggiorenni, entro i tempi d'iscrizione all'anno successivo, di scegliere ogni anno se avvalersi o non avvalersi dell'insegnamento della religione cattolica.

**In caso di scelta di non avvalersi dell'insegnamento della religione cattolica è necessario perfezionare la domanda di iscrizione presso la scuola entro l'avvio del nuovo anno scolastico.**

**Nel caso di genitori separati o divorziati il compilatore dichiara che entrambi i genitori concordano sulla scelta (art. 155 del Codice Civile modificato dalla legge n.54 del 8 febbraio 2006).**

**Informativa ex art. 13 D.Lgs. n. 196/2003 per il trattamento dei dati personali degli alunni e delle loro famiglie**

Gentile Signore/a,

secondo le disposizioni del Decreto Legislativo 30 giugno 2003, n. 196 ("Codice in materia di protezione dei dati personali") nel seguito indicato sinteticamente come "Codice", il trattamento dei dati personali che La riguardano sarà improntato ai principi di correttezza, necessità, completezza, pertinenza, liceità e trasparenza e di tutela della Sua riservatezza e dei Suoi diritti.

Ai sensi dell'articolo 13 del Codice, Le forniamo, quindi, le seguenti informazioni:

1. i dati personali da Lei forniti verranno trattati esclusivamente per le finalità istituzionali della scuola, che sono quelle relative all'istruzione ed alla formazione degli alunni e quelle amministrative ad esse strumentali, così come definite dalla normativa vigente (R.D. n. 653/1925, D.Lgs. n. 297/1994, D.P.R. n. 275/1998, Legge n. 104/1992, Legge n. 53/2003 e normativa collegata);
2. i dati personali definiti come "dati sensibili" o come "dati giudiziari" dal suddetto codice, che Lei ci fornisce in questo momento e quelli che di fornirà in occasioni successive, saranno trattati dalla scuola secondo quanto previsto dalle disposizioni di legge e di regolamento citate al precedente punto 1 ed in considerazione delle finalità di rilevante interesse pubblico che la scuola persegue. Le ricordiamo che i dati sensibili sono quei dati personali idonei a rivelare l'origine razziale ed etnica, le convinzioni religiose, filosofiche o di altro genere, le opinioni politiche, l'adesione a partiti, sindacati, associazioni od organizzazioni a carattere religioso, filosofico, politico o sindacale, nonché i dati personali idonei a rivelare lo stato di salute e la vita sessuale". I dati giudiziari sono quei dati personali idonei a rivelare procedimenti o provvedimenti di natura giudiziaria;
3. il conferimento dei dati richiesti è obbligatorio in quanto previsto dalla normativa citata al precedente punto 1; l'eventuale rifiuto a fornire tali dati potrebbe comportare il mancato perfezionamento dell'iscrizione e l'impossibilità di fornire all'alunno tutti i servizi necessari per garantire il suo diritto all'istruzione ed alla formazione (assicurazioni, agenzie di viaggio ecc...);
4. il trattamento sarà effettuato sia con modalità manuali che mediante l'uso di procedure informatiche; i dati sono protetti con adozione di idonee misure (relative all'ambiente in cui sono custoditi, al sistema utilizzato per elaborarli, ai soggetti incaricati del trattamento);
5. i dati potranno essere comunicati alle Pubbliche Amministrazioni e agli Enti Pubblici, in relazione ad attività previste da normativa primaria o secondaria o comunque rientranti nei compiti istituzionali degli Enti che ne facciano richiesta; i dati relativi agli esiti scolastici degli alunni potranno essere pubblicati mediante affissione all'albo della scuola secondo le vigenti disposizioni in materia;
6. in nessun caso i dati vengono comunicati a soggetti terzi privati senza il preventivo consenso scritto dell'interessato;
7. il titolare del trattamento è il dirigente dell'Istituzione scolastica "Saint-Roch"-CORSO IVREA, 19 -11100Aosta (Telefono: 016531834 Email: is-sroch@regione.vda.it);
8. il responsabile del trattamento è il capo dei servizi di segreteria dell'Istituzione scolastica "Saint-Roch"-CORSO IVREA, 19 -11100Aosta (Telefono: 016531834 Email: is-sroch@regione.vda.it);
9. al titolare del trattamento o al responsabile Lei potrà rivolgersi senza particolari formalità, per far valere i Suoi diritti, così come previsto dall'articolo 7 del Codice, che per Sua comodità riproduciamo integralmente:

Art. 7 (Diritto di accesso ai dati personali ed altri diritti)

1. L'interessato ha diritto di ottenere la conferma dell'esistenza o meno di dati personali che lo riguardano, anche se non ancora registrati, e la loro comunicazione in forma intelligibile.

2. L'interessato ha diritto di ottenere l'indicazione:

- a) dell'origine dei dati personali;
- b) delle finalità e modalità del trattamento;
- c) della logica applicata in caso di trattamento effettuato con l'ausilio di strumenti elettronici;
- d) degli estremi identificativi del titolare, dei responsabili e del rappresentante designato ai sensi dell'articolo 5, comma 2;
- e) dei soggetti o delle categorie di soggetti ai quali i dati personali possono essere comunicati o che possono venirne a conoscenza in qualità di rappresentante designato nel territorio dello Stato, di responsabili o incaricati.

3. L'interessato ha diritto di ottenere:

- a) l'aggiornamento, la rettificazione ovvero, quando vi ha interesse, l'integrazione dei dati;
- b) la cancellazione, la trasformazione in forma anonima o il blocco dei dati trattati in violazione di legge, compresi quelli di cui non è necessaria la conservazione in relazione agli scopi per i quali i dati sono stati raccolti o successivamente trattati;

l'attestazione che le operazioni di cui alle lettere a) e b) sono state portate a conoscenza, anche per quanto riguarda il loro contenuto, di coloro ai quali i dati sono stati comunicati o diffusi, eccettuato il caso in cui tale adempimento si rivela impossibile o comporta un impiego di mezzi manifestamente sproporzionato rispetto al diritto tutelato.

4. L'interessato ha diritto di opporsi, in tutto o in parte:

- a) per motivi legittimi al trattamento dei dati personali che lo riguardano, ancorché è pertinenti allo scopo della raccolta;
- b) al trattamento di dati personali che lo riguardano a fini di invio di materiale pubblicitario o di vendita diretta o per il compimento di ricerche di mercato o di comunicazione commerciale.

Dichiaro di aver letto ed accettato l'informativa sulla privacy

**Riprese fotografiche/televisive**

**Acconsento**  **Non acconsento**

ad eventuali riprese fotografico-televisive relative all'attività scolastiche (rappresentazioni, spettacoli, uscite, interviste-ricerche studentesche, attività sportive, ecc.), per uso didattico o pubblicazione sul sito dell'istituzione e/o per diffusione attraverso i media (stampa, tv).

La scelta vale per l'intera durata della frequenza presso l'istituzione scelta con la presente domanda di iscrizione.

<< Torna indietro    Torna all'elenco    Vai avanti >>

## 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 .

If you choose not to follow the teaching of the Catholic religious you need to perfect your application form at the school before the beginning of the new school year .

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).

### **Disclosure requirements according to Art. 13 Law. N. 196/2003 for the processing of personal data of pupils and their families**

The text on the page is as follows:

Dear Sir / Madam,

We inform you that the data you provide will be processed in compliance with EU Regulation 2016/679 as well as Legislative Decree 30 June 2003 n. 196 as amended by Legislative Decree 10 August 2018 n. 101.

According to article 13 of Regulation 2016/679, we provide you with the following information:

#### 1. PURPOSE

The personal data you provide will be processed for the performance of a task of public interest, or for the pursuit of the institutional purposes of the school, which are those related to education and training of students and connected administrative tasks, as defined by current legislation (by way of example, RD No. 653/1925, Legislative Decree No. 297/1994, Presidential Decree No. 275/1999, Law 53/2003, OF 44/01, Presidential Decree No. 347/00, D.Lgs 165/01, DPR 352/01, DPR 319/03, and related legislation);

Personal data belonging to particular categories (e.g., data on health, data revealing origins or religious beliefs) and data relating to criminal convictions or offenses are processed for reasons of significant public interest, by law or regulation.

The following is a summary of the legislation on the basis of which the type of data is processed, with reference to the most frequent cases:

Data revealing the health of the pupil or of family members:

- Readmission to school after absence (medical certificates and statements on the state of health or family reasons) - R.D. 635/1925
- Accident procedure - Legislative Decree 9 April 2008, n. 81
- Exemption from physical education - Legislative Decree 16 April 1994, n. 297
- School integration in favour of disabled people - L. 5 February 1992, n. 104
- Vaccination requirements - Decree 7 June 2017, n. 73 converted into law July 31, 2017, n. 119

Data revealing religious orientation:

- Choice to attend Catholic religion classes – L. March 25, 1985, n. 121.

The provision of the requested data is mandatory as it is necessary for the pursuit of the aforementioned purposes. Any refusal to provide such data may result in failure to complete the registration and inability to provide the student with all the services necessary to guarantee his right to education and training.

## 2. PERSONS ENTITLED TO DATA PROCESSING

The data processing will be carried out by the employees of the educational institution, either manually or through the use of computer procedures; the data are protected by adopting suitable measures (relative to the environment in which they are kept, to the system used to process them, to the subjects in charge of processing).

## 3. EXTERNAL SUBJECTS OF THE PROCESSING

In the performance of their activities, the Schools avail themselves of external subjects who may become aware of the data provided. These subjects (such as, by way of example, the Company that provides and manages the software for the electronic register, the Head of the Prevention and Protection Service appointed pursuant to Article 17 paragraph 1 letter b) of Legislative Decree no. 2008 n. 81 and the tax and accounting consultants of the School) have been appointed, with separate administrative act, "External treatment managers" pursuant to art. 28 GDPR 2016/679 with a commitment to respect the contents of the Regulation itself.

## 4. COMMUNICATION AND DISSEMINATION

Personal data may be disclosed to third parties (such as, for example, Local Health Authority, Autonomous Region of Valle d'Aosta - Superintendent of Studies, Municipalities, Ministry of Education, University and Research, Police, insurance companies, travel and transport agencies, companies supplying other services, etc ...) pursuant to and within the limits of the provisions of current law.

The data concerning the school results of the students will be published on the school register according to the current provisions on the subject.

## 5. STORAGE PERIOD

The data will be kept for the time strictly necessary for the pursuit of the purposes of the processing, and, in addition, according to the criteria suggested by current legislation on data storage, also for the purpose of archiving administrative documents, and, in any case, in compliance with the principles of lawfulness, necessity, proportionality, as well as for the purposes for which the data were collected.

## 6. HOLDER OF DATA PROCESSING / CHIEF SECURITY OFFICER

The holder of data processing is the School ..... - Address ..... .. - ..... (tel. .... - fax ..... - email: ..... ..) in the person of the head teacher ... ..

## 7. RESPONSIBLE FOR DATA PROTECTION

The contact details of the Data Protection Officer can be found on the website of the school: www ... ..

## 8. RIGHTS OF THE INTERESTED PARTY

You can, at any time, exercise the rights referred to in Articles 15 et seq. of Regulation. In particular, you may request the correction or deletion of personal data or the limitation of data processing or oppose the processing in the cases provided therein, by sending an application to the DPO of the school. If you believe that the processing of personal data has occurred in violation of the provisions of EU Regulation 2016/679, you have the right to lodge a complaint with the Data Protection Supervisor, pursuant to art. 77 of the Regulations, using the contact details available on the website [www.garanteprivacy.it](http://www.garanteprivacy.it).

The processing of the data provided is carried out in compliance with the institutional aims of the School or with legal obligations and does not require consent. For processing activities further than those required by law or institutional purposes for which, however, said consent is necessary, the release of consent will be requested on a case-by-case basis.

*I have read and accepted the privacy policy*

### **Photo/TV shooting**

The text on the page is as follows:

I CONSENT  I DO NOT CONSENT

to any photo / television shooting concerning school activities (performances, shows, trips , interviews – students projects, sports activities, etc ), for teaching purposes or publication on the website of the institution and / or for release through the media (press, TV ) .

The choice is valid for the duration of attendance at the institution chosen through this registration form .

## 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.

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.

<b>Tax code/ Social Security Number*</b>	<input type="text" value="AAAAAA70A00A000A"/>	<b>Date of Birth*</b>	<input type="text" value="01/01/1970"/>
<b>Degree of kinship *</b>	<input type="text" value="Padre"/>	<b>Citizenship*</b>	<input type="text" value="Italia"/>
<b>Surname*</b>	<input type="text" value="AAAAAAAAA"/>	<b>Country of Birth*</b>	<input type="text" value="Italia"/>
<b>Name*</b>	<input type="text" value="Aaaaaaaa"/>	<b>Province of Birth*</b>	<input type="text" value="Aosta"/>
<b>Sex*</b>	<input checked="" type="radio"/> Male <input type="radio"/> Female	<b>Town of Birth*</b>	<input type="text" value="Aosta"/>

#### Residence Data

<b>Country*</b>	<input type="text" value="Italia"/>		
<b>Province*</b>	<input type="text" value="Aosta"/>		
<b>Town*</b>	<input type="text" value="Aosta"/>	<b>ZIP code*</b>	<input type="text" value="11100"/>
<b>Address*</b>	<input type="text" value="Fsdafdsaf"/>		
<b>Phone / mobile phone*</b>	<input type="text" value="0"/>		

Add only if different from residence

#### Domicile Data

<b>Country*</b>	<input type="text" value="..."/>
<b>Place*</b>	<input type="text"/>
<b>Address*</b>	<input type="text"/>

<b>Qualification *</b>	<input type="text" value="Licenza elementare"/>
<b>Job*</b>	<input type="text" value="Disoccupato"/>
<b>E-mail*</b>	<input type="text" value="AAAA@AAAA.AA"/>

[Change](#)

[Confirm >>](#)

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.

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 ' .