

Dear parents (legal guardians),

Welcome to Duisburg. All children between 6 and 18 years of age are legally required to attend school.

Please find below a checklist of necessary actions:

1. Register at the Citizen-Service-Bureau (Bürgeramt) or (Ausländerbehörde)
2. After your registration, you will receive an appointment with the Communal-Integration-Office (Kommunales Integrationszentrum). You don't have to arrange this appointment, it will be sent automatically.
3. Please take along your passports and, if you have any school certificates for your children, please bring them as well.
4. The Communal-Integration-Office (Kommunales Integrationszentrum) will send all information about your child to the Department of Education (Schulamt) of the Town of Duisburg.
5. Afterwards you will receive an appointment with the Health-Care-Centre (Gesundheitsamt). This is very important, as every child in Germany has to have a health check prior to attending school.
6. After this health check, the City of Duisburg will inform you by letter about the name of the school your child will have to attend.
7. After you have received this letter please register your child at the named school on the day of registration.
8. Please contact the Citizen Service or Foreign Office if you move within the city or move out of Duisburg.