

**LIST OF DOCUMENTS TO BE SUBMITTED TO ADMINISTRATION OFFICE**  
**FOR REGISTRATION AT THE SCHOOL**

YOU WILL FIND THE FOLLOWING DOCUMENTS AND FORMS IN THE ENVELOPE WHICH HAS BEEN DELIVERED TO YOU AT THE ADMINISTRATION OFFICE. THE FORMS MUST BE RETURNED CORRECTLY FILLED TO THE OFFICE IN ORDER TO MAKE THE CORRECT ADMISSION OF THE STUDENT. YOU MUST ALSO ATTACH ALL PERSONAL DOCUMENTATION REQUESTED:

**1- Registration form:** This document must be filled in with the student's personal information.

**2- Documentation to be submitted:** This information document lists all the documents that must be submitted in order to register a student at the school. You should read it and prepare photocopies of all requested documents.

**3- Application form for participation in the school "Book Bank":** To be able to lend the student the books he will use during this school year, you must sign this document. The student must return the books to the school in perfect condition at the end of June. You will find more information about the program "Xarxa LLibres" in the welcome folder.

**4- Document to choose the electives to be taken during this school year:** electives are classes you choose based on your interests. You must select the electives you want to take during this school year in order of preference.

**5- Information document about the "Family Club (AFA)":** This organization is made up of families working together to improve the school. Contributing financially as a member of AFA means that the organization can have funds to assist the school with material resources, in its celebrations, etc.

**6- Consent to the transmission of image and sound rights:** by signing this document, you allow the school to use images, photographs or videos in which the student may appear, always within the framework of its public and non-commercial activities.

**7- Protocol for emergency measures in the case of chronic diseases:** by signing this document, the school is authorized to provide first aid in the event of an emergency if the student suffers from a chronic disease. The existence of this disease must be reported to teachers in advance.

**8- Permission to leave the school outside the student's schedule:** signing this document allows the student to go to school an hour later or to leave the school an hour before the established schedule, when the absence of the teacher is communicated in advance via "Web Família".

**9- Permission to leave the school to visit somewhere in the urban area of Sagunt Port:** signing this document, the family permits the student to carry out scheduled activities, with their teachers and class group, within the urban area of Sagunt Port, notified at least 24 hours in advance.

**10- Counselor department care consent:** authorizes the Counselor Department of the school to remove the student from the classroom if any need is identified that requires their intervention.

**11- Request to access "Web Família":** with this document, you request access to the application "Web Família", with which you can communicate online with your teachers. You will find more information about the "Web Family" application in the welcome folder.