## Procedures for Starting School (Non-Japanese Students) Application Procedure for Enrollment in Public Elementary/Junior High Schools 1 Place: School Affairs Group, School Affairs Division, Board of Education #7 counter, 7th floor, 2-45-1 Minami-Ikebukuro, Toshima-ku, Tokyo 171-8422 2 Required document: Both parent/guardian's and children's Residence card Special permanent resident certificate or 3 Period to apply : By September 29, 2023 (Friday) 8:30 a.m. till 5:15 p.m. (weekdays only) When you want your children to attend the adjacent school, 4 Adjacent School Plan: please ask for the application form when applying for admission. Before the enrollment process complete, the following procedures are not available. For designated For adjacent \*\*Select either designated or adjacent school. school school Apply by September 29, 2023 for Elementary and Junior High Schools No application required Select one school from the adjacent schools, fill in the application form, and send it in a return-mail envelope. Class observation week or our Website may help you to select the school. If the number of applicants exceeds the maximum number, as a rule, we will hold lot drawings. We will notify candidates accordingly. With a lot drawing Without a lot drawing Health Checkup around November Health Checkup around November (Elementary School Only) (Elementary School Only) At the designated school At the school of your choice Lot drawing Elementary school students only November 29, 2023 Be sure to take the check-up Notification of Admission in late December Notification of Admission in late December According to the result of the drawing, an acceptance letter will be sent to you, specifying the school to which your children will admit. We will send the notice for the designated (If you do not win a lot drawing, we will send you a notice of admission to the designated school by mail. school.) Briefing session for parents/guardians of new students Around January-February Held at each school. You will be informed about what is required for admission. If you cannot attend this session, please contact each school.

Entrance Ceremony April

Please bring your enrollment letter to the entrance ceremony.

While you are consulting on starting school with the Board of Education, we will delay sending the notice. If you wish to change the designated school after you receive the notice, you need to apply to change schools. This change will be authorized only when the Board of Education determines so after your interview. (e.g., when siblings, who changed the designated school, will continue to attend the same school after April.) Besides, there may be a limit in school capacity due to the increase of students in the area you wish. (Period to apply: Scheduled for late December 2023 to early January 2024)

(Reference) Approval criteria for change of designated schools http://www.city.toshima.lg.jp/353/kosodate/gakko/shochu/tennyugaku/003881.html