

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, Administrative Office, Board of Education
#6 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 or • Special permanent resident certificate
- ③ Period to apply :

By September 30, 2026 (Wednesday) 8:30 a.m. till 5:15 p.m. (weekdays only)
- ④ Adjacent School Plan:

When you want your children to attend the adjacent school,
please ask for the application form when applying for admission.

Once completing the enrollment process, you will be able to perform the following procedures.

For designated
school

※Select either designated or adjacent school.

For adjacent
school

No application required

Apply by September 30, 2026 (Wednesday) for Elementary and Junior High Schools

Class observation week or our website may help you to select the school. Select one school from the adjacent schools, fill in the application form and send it by electronic application, by mail, or by hand-delivery.
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
(Elementary School Only)
At the designated school

Health Checkup around November
(Elementary School Only)
At the school of your choice

Lot drawing November 26, 2026 (Thursday)

※ Elementary school students only
Be sure to take the check-up

Letter of Admission sent in mid-December

Certification of Admission submit December thru February

You will receive a Letter of Admission for your child. Placement will be at a designated school, adjacent school, or drawing-selected school.
If the drawing results show that your child was not selected, you will receive a Letter of Admission to the originally designated school. Families in enrollment counseling may experience mailing delays. If you move addresses, we will resend a new Letter of Admission for your new district. If your child wishes to enroll at the designated school, scan the enclosed QR code on the "Confirmation of Admission" form. Submit your enrollment application online. Check the letter directly for your specific submission deadline.

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.

※ 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 from December 14, 2026 to January 5, 2027)

(Reference) Approval criteria for change of designated schools

