

## Welcome to Kiel!

**Information about the central DaZ office (Deutsch als Zweitsprache, German as a second language)**

Dear parents and guardians,

Welcome to Kiel!

If you have a child who is at least 6 years old, then he or she is officially obliged to attend school and should be sent to a suitable school as quickly as possible. If your child does not speak German or only speaks very little German, you need to register him or her with the central DaZ office. They will decide which school and which class your child will be sent to. Going to school is free for your child.

We hope you and your child have a good school start!

### What is the central DaZ office for?

- Advice if you have any questions about registering for a class in German as a second language (DaZ)
- Signing DaZ pupils up for regular schools (years 1 - 9)
- Information and advice on topics such as changing schools when you move house, transitioning from the DaZ class to regular school classes, etc.

### How do I sign my child up?

1. Make an **appointment to register (by telephone or e-mail)**
2. Bring your child with you to the appointment, along with the following documents:
  - ID card/passports of the parents and the child
  - Registration certificate (Meldebescheinigung) from the residents' registration office (Einwohnermeldeamt)
  - Birth certificate (if available)
3. The central office will allocate you a school with a DaZ class.
4. You then register your child at the school you are allocated.

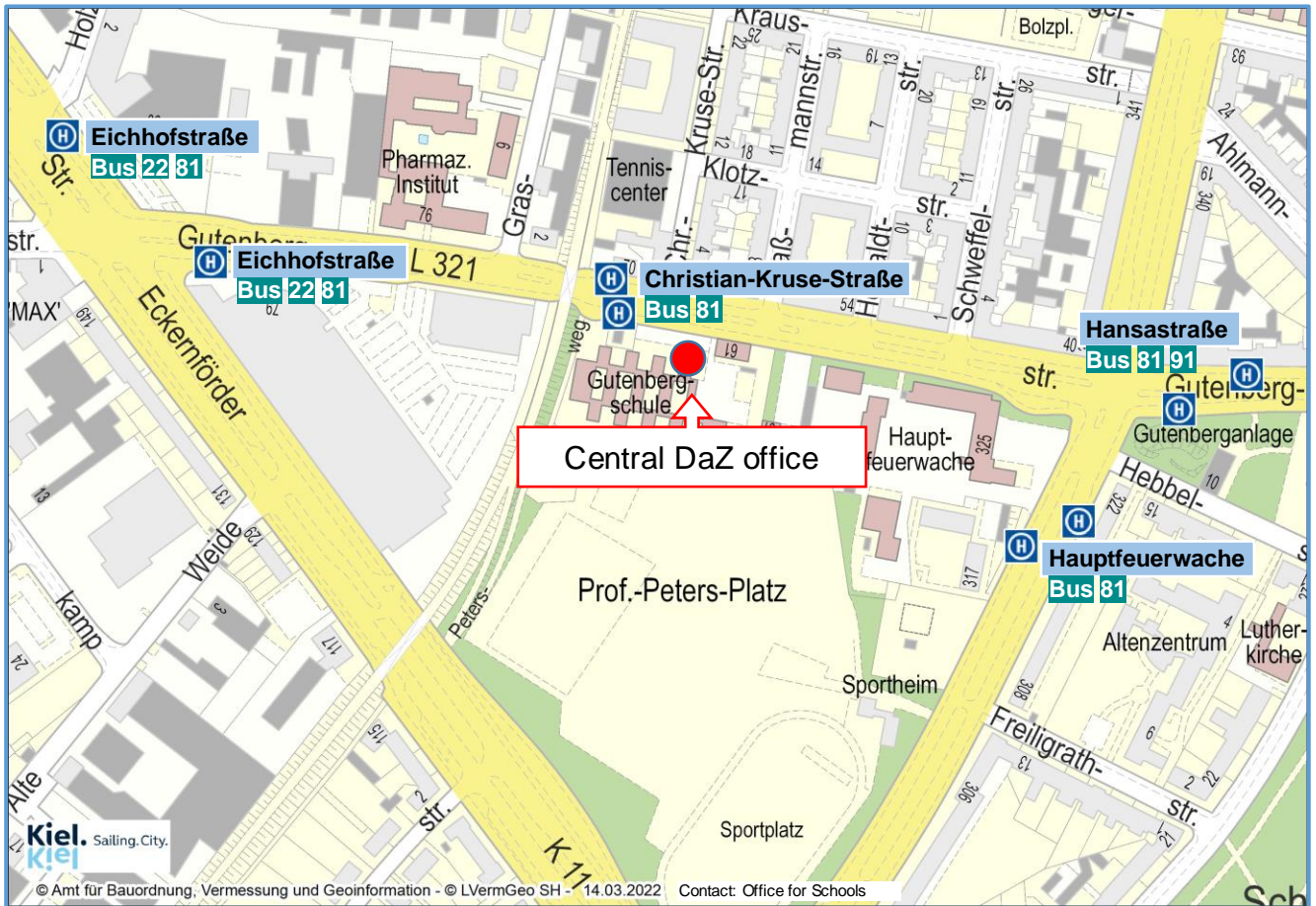
### How can I contact the central DaZ office?

Address:	Gutenbergstraße 61- 65, 24116 Kiel (Gutenbergschule school courtyard / the first door on the right in the passage)
E-mail:	<a href="mailto:zentralanmeldung-daz.kiel@schule.landsh.de">zentralanmeldung-daz.kiel@schule.landsh.de</a>
Tel.:	0431/ 260 91 28-1 0431/ 260 91 28-3
Fax:	0431/ 260 91 28-5







### When can I contact the central DaZ office?

Monday	10am – 3pm
Tuesday	9am – 2pm
Wednesday	9am – 2pm
Thursday	9am – 2pm
Friday	8am – 12pm

## Arriving by bus:



## Fastest bus route to the central DaZ office

Shared accommodation	Bus stops	Bus numbers
Schusterkrug	 Schusterkrug	Bus 12 or 13 heading to Schulensee
	 <b>Change at: Dreiecksplatz</b>	<b>Bus 81 heading to Rungholtplatz</b>
	 Christian-Kruse-Straße	Get off the bus
Arkonastraße	 Knorrstraße	Bus 12 or 13 heading to Schulensee
	 <b>Change at: Dreiecksplatz</b>	<b>Bus 81 heading to Rungholtplatz</b>
	 Christian-Kruse-Straße	Get off the bus