



associação de protecção  
à infância da ajuda

## INSTRUCTIONS ON HOW TO FILL THE REGISTRATION FORM

### REGISTRATION PROCESS

Registration is composed of three documents:

1. The registration form with the data of the student and the household
2. Authorization for child's entrance to and leaving from school and eventual photographic records
3. Membership form

All documents must be filled in digitally .

After filling the forms, parents or tutor should:

1. Forward all documents to the email [inscricoes@apiaajuda.com](mailto:inscricoes@apiaajuda.com)
2. Deliver, at the school reception, copies of all documents referred to as necessary to the registration process, or send them to above mentioned email.

*(All necessary documents are mentioned in the "Registration form" document)*

After the documents are received, the registration is formalized.

Each family is contacted by the reception services so that, in possession of all documents, they are signed in person at school.

**Note:** only processes that have all required documents will be taken into consideration.

All processes must be concluded and signed by the 30th June