



Information Sheet for Parents / Legal Guardians

Administrative proceeding at the Public Schools of Emmen

General situations		Responsibility
First person of contact and conversation regarding every question about classes, education and scholar organization. Exemplary topics: School schedule and annual planning, content of instructions, atmosphere of instruction, homework, evaluation and school reports, weekly time schedule, occupation of rooms, special school events, allocation to the classes within a school, procedure of school transfers etc.	⇒	Class teacher

For any other requests the Schulleiter / in of the concerned school level shall be contacted.

Holiday requests (for conceivable and sufficiently founded holidays a written request has to be submitted three weeks in advance, at least. Requests for the prolongation of official holidays are normally rejected and treated in a restrictive way.)

Request for a scholar leave for your child up to 5 half-days	⇒	Class teacher*
Request for a scholar leave for several children of yours within the same school building	⇒	Schulleitung
Request for a scholar leave for your child up to one week of instructions	⇒	Schulleitung
Request for a scholar leave for several children of yours within different school buildings	⇒	Geschäftsleitung
Request for a scholar leave of a duration superior to one week of instructions	⇒	Geschäftsleitung

*** ! Important: All holiday requests concerning the time immediately before or after official holidays have to be addressed to the Schulleitung.**

Request for optional repetition

Kindergarten, 1st and 2d classes of the Elementary School	⇒	Common decision of parents, class teachers and Schulleitung
Repetition of the 3d to the 9th classes	⇒	Schulleitung

Request for the discharge of school

Request for a preliminary discharge of school	⇒	Geschäftsleitung
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Written material and documentation

Confirmation of school	⇒	Secretariat
Multiplication of original school reports (liable to pay costs)	⇒	Secretariat
Sports pass	⇒	Secretariat