

## ISTITUTO SCOLASTICO COMPRENSIVO STATALE "FRANCESCO CAPPELLI"

SCUOLA DELL'INFANZIA via Pontano 43/ via Mosso - 20127 Milano  
 SCUOLA PRIMARIA "CASA del SOLE" via Giacosa 46 - 20127 Milano  
 SCUOLA PRIMARIA "V. RUSSO - E. PIMENTEL" via Russo 27 - 20127 Milano  
 SCUOLA SECONDARIA di 1° grado "CASA del SOLE" via Giacosa 46 - 20127 Milano  
 SCUOLA SECONDARIA di 1° grado "CASA del SOLE ex G. RINALDI" via Russo 23 - 20127 Milano  
 Codice univoco UF617B C. F. 80125690158 Cod. MIIC8DD005 - Tel. 02/884.41578 - Fax: 02/2892800  
 e-mail: [miic8dd005@istruzione.it](mailto:miic8dd005@istruzione.it) [miic8dd005@pec.istruzione.it](mailto:miic8dd005@pec.istruzione.it) sito [www.icgiacosa.edu.it](http://www.icgiacosa.edu.it)

Com. n. 82

Milano, 20th December 2022

To the parents of students of **class one**  
 of nursery/primary/  
 secondary school of Grade I

### OBJECT: ENROLLMENT FOR SCHOOL YEAR 2023/24

The procedure for registration will be activated from **8am of 09/01/2023 to 8pm of 31/01/2023**.  
 For the first year of **PRIMARY SCHOOL AND SECONDARY SCHOOL OF GRADE I**, the registrations must be submitted **only online**.

The parents and those exercising parental responsibility (foster carers, guardians) access the "*Online enrollment*" system, available on the portal of the Ministry of Education [www.istruzione.it/iscrizionionline/](http://www.istruzione.it/iscrizionionline/) using the credentials SPID (Public System of Digital Identity), CIE (electronic identity card) or eIDAS (electronic IDentificationAuthentication and Signature) as early as 9:00 am on 19th December 2022.

To register online, parents must have personal **e-mail address**.

### YOU NEED THESE DOCUMENTS:

- The identity card of the parent applying for enrollment and both parents fiscal code (Codice Fiscale);
- The fiscal code of the student;
- The mechanographic code of the school where you want to enroll:
 

○ Primaria Casa del Sole:	MIEE8DD017
○ Primaria Russo Pimentel:	MIEE8DD028
○ Secondaria I grado Casa del Sole/ex Rinaldi:	MIMM8DD016

When filling in the registration, parents must compulsorily indicate the **telephone numbers** of both parents and / or any recognized guardians.

Parents who need **help to submit the application** can call the following number **02/88441584** to book an appointment at the school. The appointment can also be asked

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by e-mail to the following address: [miic8dd005@istruzione.it](mailto:miic8dd005@istruzione.it).

**NURSERY SCHOOL:** for first year enrollment at nursery school in via Pontano / Mosso, parents must fill out a **paper form**. The form can be downloaded from school website <https://icgiacosa.edu.it/> or can be collected from the administrative offices ( Segreteria della scuola) during the counter hours as indicated below, starting **from 09/01/2023**. Submission of completed applications to the administrative offices ( Segreteria della scuola) will be possible during the counter opening hours and by booking an appointment as follows:

### ADMINISTRATIVE OFFICE – SEGRETERIA OPENING HOURS in VIA GIACOSA 46 by appointment only:

- Everyday during the usual weekly reception hours  
 (for days and times and methods of opening to the public see on the website <https://icgiacosa.edu.it/>)
- Saturday 7th January from 9 am to 12 pm
- Saturday 14th January from 9 am to 12 pm
- Saturday 21st January from 9 am to 12 pm

Please note that the enrollments of students with Law 104/92 certification made online must be completed with the presentation to the offices of the updated documentation.

Il Dirigente Scolastico

Prof. Francesco Muraro

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Istituto Comprensivo

**Francesco Cappelli**

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