

### Checklist for Registration

- Registration week: Monday, May 5 – Friday, May 9, 2025
- Please book an appointment online for registration!

Topic	What needs to be done?	Notes
↓ At home – prepare as much as possible ↓		
Required Documents	Submit to the office: transfer certificate and birth certificate	Transfer certificate in original and birth certificate or family record book in original and copy. Proof according to the Measles Protection Act (vaccination record).
Online Registration Form as well as	Complete, print, sign, and submit to the office.	Don't forget to provide an email address for school newsletters, as well as information regarding dyslexia, reading and writing difficulties, or health-related considerations.
<ul style="list-style-type: none"> <li>• Online application for free school transportation.</li> </ul>	Complete, print, sign, and submit to the office.	If the minimum distance (one way) to school is more than 3 km, in case of a permanent disability, or if the school route is particularly dangerous or difficult.
<ul style="list-style-type: none"> <li>• Online form for data protection</li> </ul>	Complete, print, sign, and submit to the office.	The form will be automatically attached when printing the online registration form.
Locker desired?	Fill out the contract (preferably online) and send it to the company Astra-Direkt.	Cost for secure storage at the school with online registration: €2.00 per month ( <a href="http://www.astradirekt.de">http://www.astradirekt.de</a> ).
↓ To be done at the school ↓		
Is care in the Open All-Day School desired?	Fill out the registration and acknowledge the information, then submit it to the office.	Pay attention to the letter for the binding registration, contact Mrs. Dipl.-Soz.Päd. (FH) Andrea Lindner.
Is lunch desired?	Fill out the registration and submit it to the office.	Bank account details required.
Is a trial lesson necessary?	Request the information sheet from the office.	The transfer conditions can be found in the transfer documents (website)
Is advice on the transfer desired?	Schedule an appointment through the office.	The counseling teacher, deputy headmaster, Mr. Lochbihler, is happy to advise you.
Interest in additional extended German lessons?	Request the information sheet from the office	For children with a bilingual or multilingual background.

The online forms and additional information about the transfer can be found on our website [www.jmf-gym.org](http://www.jmf-gym.org). If you have any difficulties with the online forms, we are happy to assist you. All other forms are available at the office.

Matthias Schaller, OSTD  
Headmaster

Briefanschrift:  
JMF-Gymnasium Burglengenfeld  
Postfach 1109  
93133 Burglengenfeld

Hausadresse:  
JMF-Gymnasium Burglengenfeld  
Johannes-Kepler-Straße 4  
93133 Burglengenfeld

Fon: +49 (0) 9471 31993-300  
Fax: +49 (0) 9471 31993-342  
E-Mail: [sekretariat@jmf-gymnasium.de](mailto:sekretariat@jmf-gymnasium.de)  
Web: [www.jmf-gym.org](http://www.jmf-gym.org)