**Sign-in form students**

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| **General explanation**The person signing this form requests the student about whom this form is filled in, to be accepted to basisschool de Springplank. The sign-in form, along with any attachments, will be scanned and added to the students file in the schools student administration system.**School statement**The data in this form will be treated confidentially and will only be for inspection of:* the managing board and team members in the school
* the inspection of primary education
* the government accountant from the Ministry of Education, Culture and Science

While processing the data from this form, we follow the guidelines in the Law for the protection of personal information. Every rightful caregiver has the right to see and correct incorrect data in the part of the student administration system that relates tot heir child.**Explanation BSN (PGN)**Your childs citizen service number (in Dutch: Burger service nummer) can be found on a number of documents:* the childs passport or identity card
* the childs birth certificate
* a copy of the list of people that your township provided you with when your child was born.

It is not necessary to get an extract from the Personal Records Database. Be advised: please bring one of the documents mentioned above (on which your childs citizen service number is noted) to the registration interview. A health insurance card is not sufficient, as it is not issued by the government.**Explanation educational data caregivers**The person signing this form agrees to checking the training data.**Special educational needs**In the case of a student with special educational needs (1, 2 or 0,3), the following forms should be filled out and added:* Parent statement determination (special educational needs, to be filled in by the school)
* Attachment parent statement and educationsystem per country (to be filled in and signed bij the rightfull caregivers)

Both forms can be found on the website of DUO: <https://duo.nl/zakelijk/primair-onderwijs/> (on this site, go to ‘zoeken’ and fill in ‘Ouderverklaring’).Please scan any filled in and signed forms, so that these can be added to the students file in ParnasSys. |

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| **Student data** |
| **Personal details** |  | **Address** |
| Surname |  |  | Country |  |
| Prefix(s) |  |  | Postal code |  |
| First names |  |  | House number |  |
| Name |  |  | Addition |  |
| Gender | [ ]  Male |  | Streetname |  |
|  | [ ]  Female |  | Unlisted address | [ ]  Yes | [ ]  No |
|  | [ ]  Unknown |  | Phonenumber |  |
| Date of birth |  |  | Unlisted phone nr | [ ]  Yes | [ ]  No |
| Place of birth |  |  |  |  |
| Citizen Service Number |  |  | Preschool programs |
| Country of Origin |  |  | VVE-indication | [ ]  Unknown |
|  Student |  |  |  | [ ]  Yes |
| Date arrival the Netherlands |  |  |  | [ ]  No |
| Country of origin |  |  | VVE-program |  |
| caregiver 1 |  |  | VVE-duration |  | (max. 24 months) |
| Country of origin |  |  | Daycare |  |
| caregiver 2 |  |  | Kindergarten |  |
| General Practitioner |  |  |  |  |
|  |  |  | **School of origin** |
|  |  |  | School of origin |  |
|  |  |  | City |  |
| Nationality (1st)  |  |  | Last group |  |
| Nationality (2nd) |  |  | Last grade |  |
| Cultural background |  |  |  |  |
|  student (country) |  |  | **Sign up data** |
|  | 1…………… birthdate |  | Date sign up |  |
| Other children in the fimaily | 2…………… birthdate |  | Date 1st schoolday |  |
|  | 3…………… birthdate |  |  |  |
|  |  |  | **Medical information** |
|  |  |  | Medicines |  |
| **Use of other surname than official name** |  |  |  |
| Surname |  |  | Allergies |  |
| Prefix(s) |  |  |  |  |

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| **Emergency numbers** |
| **Calling order** | **Name** | **Number** |
| 1st |  |  |
| 2nd |  |  |
| 3rd |  |  |
| 4th |  |  |

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| **Data caregivers** |
| **Personal details caregiver 1** |  | **Personal details caregiver 2 (**if applicable) |
| Surname |  |  | Surname |  |
| Prefix(s) |  |  | Prefix(s) |  |
| Name |  |  | Name |  |
| Initial(s) |  |  | Initial(s) |  |
|  | [ ]  Sir |  |  | [ ]  Sir |
|  | [ ]  Mrs./Ms. |  |  | [ ]  Mrs./Ms. |
|  | [ ]  Sir/Mrs. |  |  | [ ]  Sir/Mrs. |
| Date of birth |  |  | Date of birth |  |
| Place of birth |  |  | Place of birth |  |
| Country of birth |  |  | Country of birth |  |
| Profession |  |  | Profession |  |
| Highest level of |  |  | Highest level of |  |
| education |  |  | education |  |
| Graduated | [ ]  Yes |  | Gratuated | [ ]  Yes |
|  | [ ]  No |  |  | [ ]  No |
| If no: how many | [ ]  Up to & including year 2 |  | If no: how many | [ ]  Up to & including year 2 |
| years of education | [ ]  Year 3 or higher |  | years of education | [ ]  Year 3 or higher |
| Active in company |  |  | Active in company |  |
| Phone number |  |  | Phone number |  |
| Unlisted phone nr. | [ ]  Yes | [ ]  No |  | Unlisted phone nr. | [ ]  Yes | [ ]  No |
| Unlisted cellphone nr. |  |  | Unlisted cellphone nr. |  |
| Work phone number |  |  | Work phone number |  |
| Unlisted work phonenr | [ ]  Yes | [ ]  No |  | Unlisted work phonenr | [ ]  Yes | [ ]  No |
| Marital status |  |  | Marital status |  |
| IBAN number |  |  | IBAN number |  |
| E-mailadress |  |  | E-mailadress |  |
| Note |  |  | Note |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Relation to student |  |  | Relation to student |  |
| Legal authority | [ ]  Yes | [ ]  No |  | Legal authority | [ ]  Yes | [ ]  No |
| Recieve e-mail | [ ]  Yes | [ ]  No |  | Recieve e-mail | [ ]  Yes | [ ]  No |
| Recieve post | [ ]  Yes | [ ]  No |  | Recieve post | [ ]  Yes | [ ]  No |
| Insight parent portal | [ ]  Yes | [ ]  No |  | Insight parent portal | [ ]  Yes | [ ]  No |
| Home language |  |  | Home language |  |
|  |  |  |  |  |
| **Addressdata caregiver 1** |  | **Addressdata caregiver 2** |
| Country |  |  | Country |  |
| Postal code |  |  | Postal code |  |
| House number |  |  | House number |  |
| Addition |  |  | Addition |  |
| Street |  |  | Street |  |
| Unlisted address | [ ]  Yes | [ ]  No |  | Unlisted address | [ ]  Yes | [ ]  No |
| Phone number |  |  | Phone number |  |
| Unlisted phone number | [ ]  Yes | [ ]  No |  | Unlisted phone number | [ ]  Yes | [ ]  No |

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|  **(to be filled in by school)** |
| **Training category** |  | **Training category** |
| Care giver 1 | [ ]  Category 1 |  | Care giver 2 | [ ]  Category 1 |
|  |  (basisonderw.. of (v)so-zmlk) |  |  |  (basisonderw.. of (v)so-zmlk) |
|  | [ ]  Category 2 |  |  | [ ]  Category 2 |
|  |  (lbo/vblo of vmbo bbl/kb of |  |  |  (lbo/vblo of vmbo bbl/kb of |
|  |  vmbo-t t/m leerjaar 2) |  |  |  vmbo-t t/m leerjaar 2) |
|  | [ ]  Category 3 |  |  | [ ]  Category 3 |
|  |  (vmbo-t meer dan 2 jaar of |  |  |  (vmbo-t meer dan 2 jaar of |
|  |  overig vo en hoger) |  |  |  overig vo en hoger) |
|  |  |  |  |  |
| Leerlinggewicht | [ ]  1,2 |  |  |  |
|  | [ ]  0,3 |  |  |  |
|  | [ ]  0,0 |  |  |  |

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| **Use of personal data** |
| **Mandatory transmission personal data** |
| The school is legaly obligated to supply students personal data to:1. Dienst Uitvoering Onderwijs (DUO)
2. a secondary school via Overstapservice Onderwijs (OSO)

With respect to number 2; care givers must have had insight in the data that will be sent to the secondary school via OSO before this data is sent. |
| **Transferal personal data for which caregivers must give permission:** |
| 1. | To give alle classmates a group list with the childs | 🞏 Permission | 🞏 No permission |
|  | name, address, phone number and birthdate. |  |  |
| 2. | Use of photo’s or video’s of the child: |  |  |
|  | * in schoolguide, schoolbrochure, schoolcalendar
 | 🞏 Permission | 🞏 No permission |
|  | * on the schools website
 | 🞏 Permission | 🞏 No permission |
|  | * in the (digital) newslettre
 | 🞏 Permission | 🞏 No permission |
|  | * on the schools socialmedia-accounts
 | 🞏 Permission | 🞏 No permission |
| 3. | Transferal of name, address and city to the | 🞏 Permission | 🞏 No permission |
|  | library for making a library card |  |  |
| 4. | To request relevant data about the student | 🞏 Permission | 🞏 No permission |
|  | from daycare, kindergarten or from the previous |  |  |
|  | primary school. |  |  |

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| **Signature caregivers** |
| **Caregiver 1** |  | **Caregiver 2** |
| Name |  |  | Name |  |
| Signature |  |  | Signature |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Date |  |  | Date |  |
| By signing this sign-in form the parent(s)/caregiver(s) state |
| that the data filled in about their child is correct and is filled in truthfully. |