

# Procedures for Enrolling in Municipal Elementary and Junior High School

## Conditions for enrolling

- Lives and has a resident registration completed in Ota City.

## School of enrollment

- The school of enrollment is decided and dependent on the region of one's residence. If you do not know the school for your region, please contact the School Education Division.

## Required Procedures

- If your child is able to understand Japanese:

Contact the school by phone in advance and visit afterwards and fill out the 'Request for Enrollment (*Nyugaku Kyokanegai*)' form. After the required procedures for enrolling are completed, you will be briefed about the purchasing of school supplies and school lifestyle. Please follow the school's instruction.

※ Please bring the parent/guardian and enrolling child's resident card.

- If your child is not able to understand Japanese:

Please contact the School Education Division. You will be guided and directed towards the prep class for learning Japanese before enrolling in school. Upon finishing the class, you will follow the same procedures as above.

## Division in Charge

Ota Board of Education (Ojima Government Building 2F),  
School Education Division *Gakkou Kyouiku-Ka*,

Address: 〒370-0495 Ota City Kasukawa-Cho 520

Tel: 0276-20-7084

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### Ota City Hall Contact Information:

〒373-8718 Gunma-Ken Ota-Shi Hama-Cho 2-35 TEL:0276-47-1111(general) / FAX:0276-47-1888  
Service Hours: 8:30 ~ 17:15 (weekdays)