

# Applying for Spanish Schools

*Important: Naval Station Rota does not endorse, inspect, or accredit schools outside of the installation.* This list is offered to provide school choice options for the community. Before enrolling your child off-base, please research the school by speaking to administrators, discussing your child's needs and educational history, and speaking to other Americans who have children enrolled in the school. You may wish to have a translator and escort assist you with school visits; this is not a service of Child Youth Programs, MWR or Fleet & Family Service Center.

**The application process is standard, regardless of what city you live in.**

1. The application for all schools (preschool-secondary education, public, private or semi-private) is available using the following link:  
<http://www.juntadeandalucia.es/educacion/webportal/web/portal-escolarizacion/infantil-primaria-eso-bachillerato/impresos>

General admission occurs annually during the month of March, if you are applying during "general admission" for the up-coming school-year, you will click on "Anexo III" (the first link at the top of the web-site, under the heading, "Impresos de admission").

If you are applying outside of the general enrollment period, after March 31, you will click on "Anexo IV" under the heading, "Impresos de Matriculacion".

Attached is an English translation of the application.

2. You must rent property in the town you wish to attend school in. Therefore, if you are just arriving on the installation, you must secure a house before you begin the application process.
3. Obtain proof of residency from City Hall. The certificate is called "Certificado de Empadronamiento". Take your family passports and your lease agreement to show proof of residency.
4. Deliver your application, along with the Certificado de Empadronamiento, to the school of your choice. They will begin processing your application and answer any questions you may have.
5. You may want to ask for additional information on lunch programs, before care, transportation options and extracurricular activities offered by the school, THESE PROGRAMS VARY GREATLY TO WHAT PUBLIC SCHOOLS IN THE STATES OFFER, SO PLEASE BE INFORMED, they are not guaranteed.

The Public School Office is located in Cadiz; essentially it is the School Board for our region. If you have any questions about availability, educational concerns or need assistance navigating the Spanish educational system, you can contact their main office :

Delegation Provincial de Cadiz  
Plaza Mina, 18  
11004 Cadiz  
956-006-800