

Kópavogur, 19.02. 2020

Dear parents / legal guardians of 10th class students:

This letter from Menntamálastofnun (Directorate of Education) is to inform parents / legal guardians of 10th class students about the electronic registration for upper secondary school at the Menntagátt website: <http://menntagatt.is>. As 10th class students are not legal adults, the approval of parents / legal guardians is required when applying for admittance to upper secondary school. It is not possible to obtain a confirmation from guardians for an electronic application, but the Ministry considers that by informing them about the registration arrangement, supervision by parents / legal guardians is guaranteed. Applicants need access to a computer and the Internet in order to apply. If they do not have a computer at home, such access is available in primary and secondary schools.

Web key

At school, students are handed a letter from Menntamálastofnun before the pre-registration begins. The letter contains a web key and information about the registration and its arrangement. If the web key is lost, it can be obtained at the primary school or by accessing the application using the legal guardian's ID number and Íslykill (web key from island.is) and opening the tab "web keys".

Application deadline

The registration is divided into two steps:

• **Pre-registration**

The pre-registration takes place from **9th of March to 13th of April 2020**. The students apply for two schools and two courses of study at each school (first and second choice). The pre-registration gives the authorities an indication of the prevalent trends.

• **Final registration**

On **6th of May to 10th of June 2020**, students can change their application if they have changed their mind or do not meet the requirements for their applied courses of study. Students who do not wish to change their application do not have to take any further action. Their pre-application stands as it is. Upon graduation from primary school in the spring, students' final grades will be electronically forwarded to the schools where they applied. Applicants can view their academic history in their application for upper secondary school at <http://menntagatt.is> after 10th of June. Students are advised to review their grades and report any errors.

Attachments with applications

Students' final grades from 10th class are electronically forwarded to the relevant upper secondary schools after 10. of June. If the graduation certificate and the data from the primary school at the Menntagátt website are inconsistent (open the application on the website to view the academic history), please contact Menntamálastofnun by telephone, 514-7500, or e-mail, innritun@mms.is. It is not necessary to include copies of diplomas with the application. Students or parents / legal guardians can attach certificates or additional information, e.g. regarding specific learning disorders or academic history from foreign or specialised schools, to the application. Such documents can also be sent by mail to the relevant school, or the applicant's primary school can be authorised to send them. It is, however, not advised to attach documents on diagnoses

to applications, as the schools do not need access to such data until the student has been registered. If the student has completed primary school or comparable studies abroad, it is best to contact the upper secondary school to which the student has applied directly. Names of the persons handling registrations can be seen at the schools' websites.

Registration for the Study Programme for Disabled Students

The Study Programme registration is electronic and closes on 29th of February 2020, although the general time frame applies to applications received after that date. All Study Programme applications will be processed by the end of April. Information on payment arrangements can be obtained from the relevant schools.

Processing of applications

- The processing of applications begins on the 11th of June 2020. **Applications cannot be modified after 10. of June, the last day of registration.**
- At the close of the application period, the upper secondary schools order applications according to grades and other deciding factors for accepting new students. The order of applicants is based on how they meet these conditions. The schools do not differentiate between first and second choice, so an applicant can be accepted by both schools. In that case, the applicant's order will decide at which school he is accepted.

Admission is determined by the applicant's choice and the school's acceptance.

Applicants:	Option 1	Option 2	Admission
X	yes	yes	option 1
Y	yes	no	option 1
Z	no	yes	option 2
þ	no	no	Further processing by Menntamálastofnun

- If applicants are admitted to neither school to which they applied, Menntamálastofnun will arrange for them to be admitted to a school. All applicants are to have received admission to a school by the end of June 2020. Applicants can also view their status by opening their application at <http://menntagatt.is>.
- The upper secondary schools send a letter to students who have gained admission, along with an invoice for the admission fees. Each school has its own payment period, and **if payment is not made in due time, the applicant is considered to have declined admission for the autumn semester of 2020.**
- The principal of each upper secondary school is responsible for applications being processed in accordance with the school's requirements and the Ministry's procedures. Principals are required to provide grounds for the school's decision upon an applicant's request. A rejected application can be appealed to the Ministry if the applicant is not satisfied with the principal's reasoning.

Further information

- Information on registration can be found at the website <http://menntagatt.is>. Enquiries may be sent to innritun@mms.is.
- A Facebook friend request can be sent to "Ráðgjöf vegna innritunar í framhaldsskóla" (Advise on Upper Secondary School Registration) for assistance. The Menntagáttin website has a link to the Facebook page.
- Daily assistance by telephone is available every day, tel.: 514-7500.

Kind regards,
On behalf of Menntamálastofnun
Guðný Ásta Snorradóttir