

# Welcome to Berlin!

## Information for refugees with schoolchildren

Dear Parents,

welcome to Berlin! We hope that you will quickly find your way around in your new environment and feel comfortable, soon.

If you have a child aged 6 years or older, according to German law, it is mandatory for them to attend school (compulsory school attendance). Therefore, it is important to look as quickly as possible for an appropriate school place. In order to do so, you need to sign it with the school board. Ask the support staff at your residential facility for help. Schooling within the public school sector is free of charge.

How to find a place at a public primary or secondary school:

- 1 Register your child at the coordination office of the district in which you reside.  
Provide the following documents (as far as available):
  - your personal documents (identification card or passport)
  - registration confirmation
  - certificates/report cards/school records
- 2 Your child have to participate in a German language test carried out by the coordinating authority and must undergo a school health examination. The address of your coordinating authority is listed on the following page.
- 3 The school board decides in which school and in what class your child will be placed, also by taking into account your child's age as well as the results of the language test and the medical examination. You will be informed by the school board (about the results and further steps to be taken).
- 4 Register your child at the school named to you by the school board by presenting the following documents (as far as available):
  - your personal documents (identification card or passport)
  - birth certificate of your child
  - other personal papers of your child
  - certificates/report cards/school records

Enquire at the school for the "berlinpass-BuT" - you (your child) might also be eligible for benefits/additional payments within the "educational package program" for free school supplies, excursions, trips and recreational activities. In order to apply for the berlinpass-BuT, you need to submit the following documents:

- the grant approval from the LaGeSo (notice of approval concerning payments granted under the Refugees Benefits Act)
- a valid residence permit
- a passport photo of your child

### Further information about

The Berlin education system: [www.berlin.de/sen/bildung/bildungswege](http://www.berlin.de/sen/bildung/bildungswege) (German only)

The "education package-program" (berlinpass-But): [www.berlin.de/bildungspaket](http://www.berlin.de/bildungspaket) (German only)

### Individual questions and consultation:

infoPunkt, Bernhard-Weiß-Str. 6, 10178 Berlin, e-mail: [infopunkt@senbjw.berlin.de](mailto:infopunkt@senbjw.berlin.de), phone +49-30-90227 - 5000

Mon, Tues: 10:00 a.m. - 12.00 p.m. and 01.00 p.m. - 04:00 p.m., Thurs: 10:00 a.m. - 12.00 p.m. and 04.00 p.m. - 07:00 p.m.,

Fri: 10:00 a.m. to 12:00 p.m.

District	Coordinating Authority	Office Hours
Mitte	Sprachförderzentrum Mitte Turmstraße 75, 10551 Berlin, Phone 90 18 33 31 vogt@sprachfoerderzentrum.de	Tue - Thu: 10:00 a.m. - 1:30 p.m.
	Albert-Gutzmann-Schule Orthstraße 1, 13357 Berlin, Phone 46 90 59 30 koordinierungsstelle@gutzmannschule.de Frau Kriegel, susanne.kriegel-wethkamp@senbjw.berlin.de	appointments by arrangement
Friedrichshain-Kreuzberg	Schul- und Sportamt Friedrichshain-Kreuzberg Frankfurter Allee 35-37, 10247 Berlin Frau Schmidt, Phone 90298 - 4631, cornelia.schmidt2@ba-fk.berlin.de Marita Misch, Phone 90298 - 3069, marita.misch@senbjw.berlin.de	Tue: 09:00 a.m. - 12:00 p.m. Thu: 02:00 - 06:00 p.m.
Pankow	Fröbelstraße 17, 10405 Berlin, Haus 9, Zimmer 209 Frau Basting, Phone 90295 - 6203, ramona.basting@senbjw.berlin.de Frau Straßberg, Phone 90295 - 5178, romy.strassberg@ba-pankow.berlin.de	Tue: 09:00 a.m. - 12:00 p.m.
Charlottenburg-Wilmersdorf	Rathaus Charlottenburg Otto-Suhr-Allee 100, 10585 Berlin, Raum 425d (4. OG) Frau Gökcek, Phone 9029 - 14649, cw253007@charlottenburg-wilmersdorf.de Frau Liesenfeld, Phone 9029 - 12928, cw259991@charlottenburg-wilmersdorf.de	Tue: 09:00 a.m. - 01:00 p.m. Thu: 02:00 - 06:00 p.m.
Spandau	Carl-Schurz-Straße 8, 13597 Berlin Herr Wloczyk, Phone 90279 - 2235, patrick.wloczyk@ba-spandau.berlin.de Frau Behnes, Phone 90279 - 5854, sibylle.behnes@senbjw.berlin.de	Mon - Fri: 09:00 a.m. - 01:00 p.m.
Steglitz-Zehlendorf	Schulamt Steglitz-Zehlendorf Kirchstraße 1-3, 14160 Berlin, room A10 Frau Herdic, Phone 90299 - 5192, nadja.herdic@ba-sz.berlin.de Herr Landgraf, Phone 90299 - 5192, koordinierungsstellenz@gmail.com Frau Reich, Frau Mosch, karin.reich@senbjw.berlin.de, steffi.mosch@senbjw.berlin.de	Tue - Thu: 09:00 a.m. - 12:00 p.m.  appointments by arrangement
Tempelhof-Schöneberg	Schul- und Sportamt Alarichstr. 12-17, 12105 Berlin, room 214 Frau Rupp, Phone 90277 - 4709, ute.rupp@ba-ts.berlin.de www.berlin.de/ba-tempelhof-schoeneberg/politik-und-verwaltung/aemter/schul-und-sportamt/schulamt/anmeldung-von-kindern-ohne-deutschkenntnisse-357161.php	Tue: 09:00 a.m. - 12:00 p.m. Fri: 09:00 a.m. - 12:00 p.m. and by arrangement
	Frau Donath, Frau Ludwig-Schulze, wk-koordinierung07@mail.de	appointments by arrangement
Neukölln	Schulamt Boddinstr. 34, 12053 Berlin Herr Heller, Phone 90239 - 4175, lars.heller@bezirksamt-neukoelln.de Gisela Unruhe, Phone 90239 2730, gisela.unruhe@senbjw.berlin.de Frau Zang, Phone 90239 - 2509, corinna.zang@senbjw.berlin.de	appointments by arrangement  Mon: 12:00 a.m. - 03:00 p.m. Fri: 10:00 a.m. - 01:00 p.m.
	Alt-Köpenick 21, 12555 Berlin Frau Tomys, Phone 90297 - 2194, jennyfer.tomys@ba-tk.berlin.de	Tue: 09:00 a.m. - 12:00 p.m. Thu: 02:00 p.m. - 06:00 p.m.
Treptow-Köpenick	Frau Müller, Phone 90297 - 3260 09-klaerungsstelle@senbjw.berlin.de	Tue: 02:00 p.m. - 05:00 p.m. Wed: 09:00 a.m. - 12:00 p.m.
	Alice-Salomon-Platz 3, 12591 Berlin Frau Klann, Phone 90293-2787, beate.klann@ba-mh.berlin.de Frau Wolff, christine.wolff@senbjw.berlin.de	Thu: 03:00 p.m. - 06:00 p.m.
Lichtenberg	Schul- und Sportamt Lichtenberg Große-Leege-Str. 103, 13055 Berlin, 4. Etage, Frau Bialas, Phone 90296 - 3820, beatrice.bialas@lichtenberg.berlin.de Karim Grundmann, Phone 90297 - 9040 grundmann@gruener-campus-malchow.de	Mon, Tue: 09:00 a.m.- 12:00 p.m. Tue: 01:00 p.m. - 03:00 p.m. Thu: 02:00 p.m. - 06:00 p.m.
Reinickendorf	Abteilung Schule, Bildung und Kultur, 3. OG Buddestraße 21, 13507 Berlin Frau Hoppe, Phone 90294 - 4768 viktor.hoppe@reinickendorf.berlin.de Frau Prase-Mansmann angelika.prase-mansmann@senbjw.berlin.de	Mon, Tue: 09:00 a.m. - 12:00 p.m. Thu: 03:00 p.m. - 06:00 p.m.
	Beratungszentrum für berufliche und zentral verwaltete Schulen Brunnenstraße 188, 10119 Berlin Frau Quttaineh, Tatjana Rest, Phone 9022 - 8818 dina.quttaineh@senbjw.berlin.de tatjana.rest@senbjw.berlin.de	Wed, Thu, Fri: 09:30 a.m. - 13:00 p.m.