COMMON GUIDELINE

Nr. 2, Dt 05/ 01/ 2015

"FOR THE APPROVEMENT OF THE REGULATION FOR THE IMPLEMENTATION OF THE COOPERATIONAGREEMENT DT 02.08.2013 ON THE"IDENTIFICATION AND REGISTRATION IN SCHOOL OF ALL COMPULSORY SCHOOL AGE CHILDREN

Pursuant to Article 102, paragraph 4 of the Constitution of the Republic of Albania, for the implementation of the cooperation agreement among 4 Ministries, dt 02.08.2013 on the "Identification and registration in school of all compulsory school age children"

WE ORDER:

1. The approval of the regulation for the implementation of the cooperation agreement dt 02.08.2013 on the "Identification and registration in school of all compulsory school age children", based on the text attached to this guideline
2. All the institutions and structures specified in this regulation are charged for the implementation of this guideline

This guideline comes into force after the publication in the "Official Journal"

Minister

Minister

Minister

Lindita Nikolla

Saimir Tahiri

Ilir Beqaj

REGULATION

"ON IDENTIFICATION AND REGISTRATION IN SCHOOL OF ALL COMPULSORY SCHOOL AGE CHILDREN"

Based on article 102, point 4 of the Constitution of the Republic of Albania, under the implementation of the Agreement of four ministries, date 02.08.2013 "On Identification and Registration in School of all Compulsory School Age Children",

INSTRUCTIONS:

1. The list of children, that have to attend the first grade, includes the following: Name, surname, father's name, mother's name, personal number, gender, birthdate, brithplace and residence.

2. Subordinate structures of MoES, by 1st of March, have to electronically send to the Ministry of Internal Affairs and the local educational agents the date of the initiation of the upcoming school year. By Mars 5th, the date of initition of the school year should be send to the corresponding health centres by an official document.

3. Health centres, by April 2nd, have to electronically or by an official document send the list of children that have to attend the first grade respectively to the corresponding Department of the Regional Health Directorate/ corresponding Directorate of Public Health/ Tirana Regional Health Authority.
   The components for the children are provided in point 1.
   (Children, whose registration to the first grade is mandatory, are those under the definition in the Law on Education).

4. The Ministry of Internal Affairs, by April 10th, has to electronically send to MoES, the list of children that have to start the first grade in the upcoming school year according to the components provided in point 1.

5. The Department of the Regional Health Directorate/ corresponding Directorate of Public Health/ Tirana Regional Health Authority, by April 10th, have to develop an electronic format of the list summing the data submitted by the health centres and send it to the Ministry of Health.

6. Each local educational agent, by April 10th, has to identify the families of children who are at risk of not attending the first grade:
   a) to cooperate in the local level with the Child Protection Units;
   b) to cooperate with all schools and other groups of interest.

7. The Ministry of Health has to send to MoES, by April 15th, in electronic format the lists provided in point 6.

8. MoES's subordinate structures, by May 10th:

a) have to develop the list of children that have to attend the first grade in the upcoming school year, based on the lists developed in points 4 and 7 for every local educational agent;

b) have to present by e-mail and an official document to the corresponding local educational unit.

9. The local educational agent, during May, has to electronically and by an official document send to all schools under its jurisdiction the list provided in point 8, filled with the data provided in point 6.

10. The directors of schools, within 3 working days following the initiation of the school year, have to electronically and by an official document send to the corresponding local educational units the list of the names of the children registrated in the first grade, taking into consideration the components provided in point 1.

11. Every local educational unit, based on the schools' reports according to point 10, within 5 working days following the schools' notifications according to point 10, has to electronically develop these documents:
   a) The list of children that are not registered in the first grade, according to the area that corresponds the school based on its jurisdiction.
   b) The list of children that are not registered in the first grade, according to the areas that cover the respective administartive subdivisions, according to the model presented in ANNEX.
   c) The list of children that are not registered in the first grade, according to the areas that cover the corresponding police stations, according to the model presented in ANNEX.

12. Every local educational unit has to immediately electronically and by an official document send to the head of the corresponding local government unit and to the Chief of the corresponding police station and, in attention to the Mayor, the list of children that are not registered in the first grade, provided in point 12/b, c and ANNEX with the information of each child.

13. The head of the local government unit, within 4 days after taking the official document sent from the local educational unit, predicted in point 11/a, taking into consideration the addresses of children, convey compliance the Annex to the responsible person of the local administrative division.

14. The Chief of the Police Station, within 4 working days after taking the official document sent from the local educational unit, predicted in point 11/b, taking into consideration the addresses of children, convey compliance the Annex to the responsible person of the police station.

15. The responsible person of the administrative division, within 6 working days after taking the official document sent from the head of the local administrative unit, must make field research, fill in the Annex for each child and send it to the head of the responsible local administrative unit.

The head of local administrative unit must immediately forward the filled Annex to the local educational unit, from which was the request, and to officially inform the Mayor about the continuancy of the proccess.

16. The responsible employee of the police station, within 6 working days after taking the official document sent from the Chief of the police station, must make field research, fill in the Annex for each child and send it to the Chief of police station.
The Chief of the police station must immediately forward the filled Annex to the local educational unit, from which was the request, and to officially inform the Mayor about the continuancy of the proccess.

17. Each local educational unit, within 15the of October, must electronically send or/and officially inform the schools which have reported unregistered children, the list of children filled by the responisble person of the local unit and the responsible employee of the police station and which coresponds to the school.

18. The public schools, within October, must register all the children who are not registered, and who corespond to their area, based on the official letter forseen at point 17.

19. Every local educatioal unit, within 20th of October, must compile the list of children who are identified by the responsible local administrative unit employees or the police station employees and who result as transfered, and send it to MoES.

20. The local educational unit, within October, must summarize the lists foreseen at point 20 and send it to the schools and police stations to take appropriate precautions for the children who are still not identified and the transferred ones.

21. The public school teachers are responsible for the registration of children mentioned in point 20 of the list.

22. The director of the public school has to inform the local educational unit for the effectiveness of the efforts for the registration of children mentioned in the point 20.

23. For any unfulfilled deadline, the hosting body must immediately inform the mayor by an official letter.

24. The mayor observes, monitors, coordinates and reports regarding the implementation of this regulation from the local and central responsible institutions (local educational unit, local administrative unit, police, Regional Health Directorate/Public Health Directorate/the Regional health Authority of Tirana;) and in case of finding any unfulfilled duties, he must undertake the proper precautions for the fulfillment of this regulation.

25. The subordinatre units compile annual reports for their Ministries, each month of the following year, regarding the proccess , number of children identified and involved in the educational system, problems and issues to be addressed, etc.

26. Attached to this regulation and integral part of it, is ANNEX nr. 1.

27. All the mentioned structures in this regulation are responsible to fulfill the effective legal framework for the protection of personal data.

ANNEX NO.1

Instructions:

- Set a mark "V" where is necessary in the table A below

  Eg. when the child's family is no longer a resident of the area, put the mark "V" in column no.1

- Set the mark "V" in column no.3 when you find out that the family is transferred, but no one knows where.

- When you find out that the child's family is abroad, enter "V" in column no 4, and if you have information about the state that they are transfered, write the name of the state.

- When you have information about the place that the family of the child is transfered, please provide this information in the respective box

- In column no. 2, write down the place that the family of the child is transfered. Leave it empty when you can not find any information, eg the transfered address.

- In column no. 4 "Other" write any other case that is not provided to this table. Eg "The child is unable to move"

- In the column "Source" write which was the source of information about the family of the child or the information for the child.. Eg "From the neighbor", "From his/her brother" etc. In each case, enter the name of the source.

For each child, fill a table.

Thank you for your contribution to the best of education!

TABLE A

Information about the child		1 The family is no longer a resident of the area	2 Family is transferred in:	3 Family is transferred but no one knows where	4 Family is abroad. Insert state.	5 Other information	6 Source
Name			**Region**				
Surname							
Father's name			**Municipality**				
Mother's name							
Personal number			**Administrative Unit**				
Sex							
Birthday			**Adress**				

Place of birth							
Administrative unit							

CHILDREN THAT MUST ATTEND THE FIRST GRADE AND THAT ARE NOT ON THE LIST

Instructions:
Except the children for whom you will fill table A, for whom you have the information about the name, father's name etc., during your research you may find other children who are not enrolled in the first grade. This will be another of your contribution to help every child to start school.
You will have to ask as many residents of the area to find these children.
- In the table below (Table B), in the column "Details of the child" write as much data you will find for children.
- In the column "Others" write any other available information for the registration of the child. Example "He/she is 7 years old (or 8 years old"), "He/she was in the first grade, but has abandoned school" etc.
- In the column "Source" indicate where you received the information about the child. Example "From the neighbor", "From the brother" etc.

Fill in the following table as many children find.
Thank you for your contribution to the good of education!

TABLE B

Details of the child		Others	Source
Name			
Surname			
Father's name			
Mother's name			
Personal number			
Gender			
Birthday			
Birthplace			
Administrative unit			

Drafted by_____   **Date**_____   **Signature**_____