

## STATE COMPREHENSIVE SCHOOL INSTITUTE “FRANCESCO CAPPELLI”

INFANCY SCHOOL via Pontano 43/ via Mosso - 20127 Milan, Italy  
PRIMARY SCHOOL “CASA DEL SOLE” via Giacosa 46 -20127 Milano  
ELEMENTARY SCHOOL “V. RUSSO - E. PIMENTEL” via Russo 27 - 20127 Milan  
SECONDARY SCHOOL 1st grade “CASA del SOLE” via Giacosa 46 - 20127 Milan  
SECONDARY SCHOOL OF 1° grade “CASA del SOLE ex G. RINALDI” via Russo 23 - 20127 Milan  
Unique code UF617B C. F. 80125690158 Cod. MIIC8DD005 - Tel. 02/884.41578 - Fax: 02/2892800  
e-mail: [miic8dd005@istruzione.it](mailto:miic8dd005@istruzione.it) [miic8dd005@pec.istruzione.it](mailto:miic8dd005@pec.istruzione.it) site [www.iccappelli.edu.it](http://www.iccappelli.edu.it)

COMM. No. 86

Milan, December 11, 2024

## ENROLLMENT INSTRUCTIONS FOR SCHOOLS KINDERGARTEN - PRIMARY - SECONDARY

**Applications for enrollment in second-cycle schools for the 2025/2026 school year must be submitted from 8:00 a.m. on January 21, 2025 to 8:00 p.m. on February 10, 2025 exclusively online, with the exception of Kindergarten enrollment, which must be submitted in paper format.**

In order to enroll online, families must:

- identify the school of interest through the “Scuola in Chiaro” service on the Single Platform ( <https://unica.istruzione.gov.it> );
- access the reserved area of the Piattaforma Unica ( <https://unica.istruzione.gov.it/it/orientamento/iscrizioni> ) using SPID (Public Digital Identity System), CIE (Electronic ID card), CNS (National Service Card) or eIDAS (electronic IDentification Authentication and Signature) credentials;
- complete the application in its entirety using the online form as of 8:00 a.m. on January 21, 2025;
- submit the application to the destination school by 8:00 p.m. on February 10, 2025;

## STATE COMPREHENSIVE SCHOOL INSTITUTE “FRANCESCO CAPPELLI”

INFANCY SCHOOL via Pontano 43/ via Mosso - 20127 Milan, Italy  
PRIMARY SCHOOL “CASA DEL SOLE” via Giacosa 46 -20127 Milano  
ELEMENTARY SCHOOL “V. RUSSO - E. PIMENTEL” via Russo 27 - 20127 Milan  
SECONDARY SCHOOL 1st grade “CASA del SOLE” via Giacosa 46 - 20127 Milan  
SECONDARY SCHOOL OF 1° grade “CASA del SOLE ex G. RINALDI” via Russo 23 - 20127 Milan  
Unique code UF617B C. F. 80125690158 Cod. MIIC8DD005 - Tel. 02/884.41578 - Fax: 02/2892800  
e-mail: [miic8dd005@istruzione.it](mailto:miic8dd005@istruzione.it) [miic8dd005@pec.istruzione.it](mailto:miic8dd005@pec.istruzione.it) site [www.iccappelli.edu.it](http://www.iccappelli.edu.it)

The Unified Platform's online enrollment system alerts in real time, by e-mail and through the IO app, of changes in application status. Parents and those exercising parental responsibility can also track the progress of the submitted application in the dedicated enrollment area on the Single Platform.

The application is submitted to only one school and allows the family to indicate, in the alternative, up to a maximum of two other institutions of their liking in addition to the one chosen. It is recommended that two alternatives be included: in the event that the application is not accepted by the first and possibly the next two institutions indicated, the school identified as the third is required to assist the family in identifying a different suitable educational institution and to ensure that the process is concluded with the actual enrollment of the student.

**It is recalled that enrollment is compulsory for students under the age of 15, with the exceptions set forth in DL 62/2017, Art. 23.**

It is recalled that DL September 15, 2023, No. 123, converted, with amendments, by Law No. 159 of November 13, 2023, introduced new provisions regarding the monitoring of the fulfillment of compulsory education and tightened the penalties for parents or those exercising parental responsibility who fail to do so.

### WHAT YOU NEED TO HAVE TO ENROLL ONLINE:

- **SPID (Public Digital Identity System), CIE (Electronic ID card), CNS (National Service Card) or eIDAS (electronic IDentification Authentication and Signature) -For those who do not yet have a digital identity, directions for obtaining one can be found here <https://identitadigitale.gov.it/>;**
- **The ID of the parent applying for enrollment, the tax ID of both parents, and the student's tax ID;**

## STATE COMPREHENSIVE SCHOOL INSTITUTE “FRANCESCO CAPPELLI”

INFANCY SCHOOL via Pontano 43/ via Mosso - 20127 Milan, Italy  
PRIMARY SCHOOL “CASA DEL SOLE” via Giacosa 46 -20127 Milano  
ELEMENTARY SCHOOL “V. RUSSO - E. PIMENTEL” via Russo 27 - 20127 Milan  
SECONDARY SCHOOL 1st grade “CASA del SOLE” via Giacosa 46 - 20127 Milan  
SECONDARY SCHOOL OF 1° grade “CASA del SOLE ex G. RINALDI” via Russo 23 - 20127 Milan  
Unique code UF617B C. F. 80125690158 Cod. MIIC8DD005 - Tel. 02/884.41578 - Fax: 02/2892800  
e-mail: [miic8dd005@istruzione.it](mailto:miic8dd005@istruzione.it) [miic8dd005@pec.istruzione.it](mailto:miic8dd005@pec.istruzione.it) site [www.iccappelli.edu.it](http://www.iccappelli.edu.it)

- THE MECHANOGRAPHICAL CODES OR THE NAME OF THE SCHOOLS WHERE THE ENROLLMENT IS INTENDED -The codes will be available through the “Scuola in Chiaro” service found on the Single Platform (<https://unica.istruzione.gov.it>);

### OUR MECHANOGRAPHIC CODES

- Casa del Sole Primary: **MIEE8DD017**
- Russo Pimentel Primary: **MIEE8DD028**
- Secondary I grade Casa del Sole/Ex Rinaldi: **MIMM8DD016**

**CHILDREN'S SCHOOL:** For enrollment in the first year of the state preschool at Via Pontano/Mosso, parents will need to fill out a paper form. The form can be downloaded on the school's website <https://iccappelli.edu.it/> (“School Charters” area ) or picked up at the secretary's office during the counter hours indicated below, from 21/01/25 to 10/02/25; delivery of the completed application to the secretary's office will be possible during the counter hours and by booking an appointment.

**EXTRAORDINARY OPENING SECRETARIAL DESK  
IC CAPPELLI - VIA GIACOSA 46 - PADIGLIONE QUARONI  
By phone, appointment at 0288441578**

Daily during the usual weekly reception hours.

(for days and times and how to open to the public see on the website <https://iccappelli.edu.it/> )  
URP section

- Saturday 25/01/2025 from 09.00 a.m. to 12.00 p.m.
- Saturday 01/02/2025 from 09:00 a.m. to 12:00 p.m.
- Saturday 08/02/2025 from 09:00 a.m. to 12:00 p.m.



Istituto Comprensivo  
Francesco Cappelli



## STATE COMPREHENSIVE SCHOOL INSTITUTE “FRANCESCO CAPPELLI”

INFANCY SCHOOL via Pontano 43/ via Mosso - 20127 Milan, Italy  
PRIMARY SCHOOL “CASA DEL SOLE” via Giacosa 46 -20127 Milano  
ELEMENTARY SCHOOL “V. RUSSO - E. PIMENTEL” via Russo 27 - 20127 Milan  
SECONDARY SCHOOL 1st grade “CASA del SOLE” via Giacosa 46 - 20127 Milan  
SECONDARY SCHOOL OF 1° grade “CASA del SOLE ex G. RINALDI” via Russo 23 - 20127 Milan  
Unique code UF617B C. F. 80125690158 Cod. MIIC8DD005 - Tel. 02/884.41578 - Fax: 02/2892800  
e-mail: [miic8dd005@istruzione.it](mailto:miic8dd005@istruzione.it) [miic8dd005@pec.istruzione.it](mailto:miic8dd005@pec.istruzione.it) site [www.iccappelli.edu.it](http://www.iccappelli.edu.it)

---

As a reminder, enrollments completed now are not pre-enrollments, but final enrollments.

As a reminder, between May 26 and June 30, 2025, those who have chosen not to avail themselves of Catholic religious education will have to express preferences with respect to the different types of activities provided.

*Enrollments of pupils/students with disabilities are finalized by submitting to the school of choice a copy of the extract of the assessment report (EVIS), the INPS report (VH), including the Functioning Profile.*

**The School Director**  
**Francesco Muraro**

autograph signature substituted by print  
Pursuant to art. 3, paragraph 2, Legislative Decree 39/93