



COLEGIO INTERNACIONAL
DE SAN SALVADOR

REGISTRATION OF STUDENTS NEW TO CISS IN THE SALVADORAN MINISTRY OF EDUCATION

To enroll your child in the Ministry of Education registry please follow the steps shown below.

- 1- If your child enters CISS in Kinder or Prep – no registration is needed
- 2- If your child enters CISS in 1st grade – Bring a copy of the child’s birth certificate, if she/he is a Salvadoran citizen. If not a Salvadoran citizen, bring copies of the birth certificate and the passport information page. If your child completed Preparatory in El Salvador, bring the “Certificado de Parvularia” from the previous school.
- 3- If the child enters CISS in grades 2 to 11 from a different school:
 - a. If the prior school is in El Salvador, bring the original of the Certificado de Grado for the last grade completed.
 - b. If the prior school is not in El Salvador, the last year’s grades will have to be authenticated either by
 - i. Having an Apostille Seal attached to the document – check the Internet site for “Apostille” and the country or state where the school is located. Check the appropriate site and you will find instructions for obtaining the document. Have the document with Apostille Seal sent to El Salvador. It then has to be translated to Spanish in El Salvador by an approved translator and the translation must be authorized by a lawyer. Then it must be taken to an office in the Ministry of Education for approval. If you have questions at any step in the process, please contact CISS and we will gladly assist you.
 - ii. For countries that do not issue Apostille Seals, the grade will have to be processed through the Salvadoran Consulate in the country where the school is located. Contact them to find out the exact procedure. Once authenticated by the Consulate, the document must be translated to Spanish in El Salvador by an official translator and the translation must be authorized by a lawyer. If you have questions at any step in the process, please contact CISS and we will gladly assist you.
 - iii. Bring a copy of the child’s birth certificate, if she/he is a Salvadoran citizen. If not a Salvadoran citizen, bring a copy of the birth certificate or passport information page.
- 4- If your child enters CISS in 12th grade no registration is necessary.
- 5- Your child may attend classes at CISS before being registered in the Ministry of Education. There will be no difference in the program of studies, activities, etc.
- 6- Failure to register your child in the Ministry of Education may make it difficult, if not impossible, to someday transfer to a different school in El Salvador, enter a university here or transfer to a school or university in a county requiring documentation from the Ministry of Education.
- 7- REGISTRATION OF A STUDENT IN THE MINISTRY OF EDUCATION IS THE RESPONSIBILITY OF THE PARENTS.

Student’s name _____ Grade _____

Parent’s name _____

Signature – indicating that you have read and understand this document
