

STEP-BY-STEP GUIDE TO ONLINE REGISTRATION

Website of the Municipality of Nerviano at www.comune.nerviano.mi.it

Siti Tematici Section – Servizi Scolastici

1A) FOR USERS WHO ALREADY USE MUNICIPAL SERVICES:

Log in to the members-only area using SPID or the CIE of the parent who is applying or paying.

Click on “Iscrizioni a.s. 2026/27” (the option is on the left side) and proceed to fill out a new application.

1B) FOR USERS REGISTERING FOR MUNICIPAL SERVICES FOR THE FIRST TIME:

After entering your SPID or CIE, click on “*Non ho il codice utente. Clicca qui per iscrizione nuovo alunno.*”

Fill in all the required information (personal details for both parents and the student to be enrolled, fiscal codes, phone numbers, and email address if available). Select the school and indicate the “NUOVI” class.

PLEASE NOTE THAT INVOICES WILL BE ISSUED IN THE NAME OF THE APPLICANT (PAYING PARENT/GUARDIAN) AND THAT ANY CHANGES TO THE PAYEE’S NAME MAY BE ACCEPTED, ON A STRICTLY EXCEPTIONAL BASIS, ONLY UPON WRITTEN REQUEST DULY SIGNED BY BOTH PARENTS.

2) Select the services by checking the box , keeping the following in mind:

SCHOOL CATERING - The days of canteen attendance are preset for the selected school schedule and therefore cannot be changed.

DIET - To request a special diet, check the box ; this will automatically generate the attachment Allegato B) which must be printed upon completion of the online registration.

Allegato B) together with the medical certificate—only for health-related dietary needs—must be sent **EXCLUSIVELY** in PDF format (**no photos**) via email to istruzione.sport@comune.nerviano.mi.it or delivered in person to the Public Education Office, **no later than 24 August 2026.**

BEFORE-AND-AFTER-SCHOOL CARE - Parents must complete the online self-certification form attesting to their employment status; failure to do so will result in exclusion from the program.

TRANSPORTATION - MIDDLE SCHOOL - Please indicate your preferred bus stop and complete the online self-certification form (attachment Allegato A)).

Allegato A) and one photograph of the student must be submitted to the Public Education Office **no later than 24 August 2026.**

In the absence of this self-certification, the points necessary for ranking applicants will not be assigned in the event of excess demand.

TRANSPORTATION - ELEMENTARY SCHOOL - It is recommended that you complete the self-certification ON-LINE form (attachment Allegato A).

Allegato A) and one photograph of the student must be submitted to the Public Education Office **no later than 24 August 2026.**

In the absence of this self-certification, the necessary points will not be assigned to determine the ranking in the event of an excess of applications.

APPLICATION FOR A REDUCED RATE – ISEE – When applying for a reduced rate, you must tick the box marked “I am applying for an ISEE reduction” and complete the required fields (see image below)

RICHIESTA TARIFFA AGEVOLATA (Solo per residenti)

Richiedo riduzione ISEE

attestazione ISEE

ISEE valore

Scadenza ISEE
(gg/mm/aaaa)

Numero di protocollo ISEE

Data di rilascio ISEE
(gg/mm/aaaa)

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INPS-ISEE-

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The data to be entered can be found on the ISEE certificate, which must already have been issued by INPS.

Please note that the declared ISEE 2026 value will be checked via the INPS portal. Should the verification reveal discrepancies between the declared value and the value stated in the ISEE 2026 certificate, the data used to calculate the tariff will be corrected automatically.

If, on the other hand, it is established that the ISEE 2026 certificate is based on untruthful declarations or that relevant information has been omitted, the benefit will be revoked, without prejudice to any criminal consequences in the event of false or misleading declarations.

3) Once you have completed the form, enter the “Codice di controllo” in the space provided “E.g.: > XXXX > and click “Conferma modulo”.

4) The request is received by the Municipality and registered by assigning a sequential number. By clicking “OK,” the program saves the application in PDF format, which you can view to verify the entered data. You can also print the registration form along with any attachments “Allegato A), Allegato B)”.

PLEASE NOTE

The enrolment application must not be sent or handed in.

The following documents **ONLY** must be submitted to the local council:

- Allegato A) with the student’s photograph;
- Allegato B) with any medical certificate (sent by email or handed in in person);

WHAT TO DO IF THERE IS AN ERROR

If you have made a mistake and/or omitted any details, you must submit a new application, which will be assigned a new reference number; **the incorrect application will be automatically cancelled.**

PLEASE NOTE: YOU MUST FILL IN THE E-MAIL ADDRESS FIELD TO RECEIVE CONFIRMATION OF YOUR REGISTRATION