

Kópavogur, 8 March, 2024

Dear parents/legal guardians of 10th grade students:

Your children are at an important and exciting crossroads in their lives, with secondary school enrolment right around the corner. This letter is to inform parents/legal guardians of students in the 10th grade about the registration process for new secondary school students this coming autumn, which will take place online at [innritun.is](http://innritun.is). Because 10th grade students are not legal adults, secondary school registration requires consent from the party legally responsible for the student. Legal guardians do not receive confirmation of the online application, but the Centre for Education and School Services believes that informing parents and legal guardians of the registration process ensures that they will keep up with their child's registration.

### The application process

Secondary school applications take place online at [innritun.is](http://innritun.is). There you can also find various useful and interesting information about secondary school studies. We encourage students to thoroughly familiarise themselves with the material on the site before submitting their application.

We strongly encourage students to read over the admission requirements of the schools they're interested in before applying. Admission requirements can be found on the schools' websites.

Prior to registration, students receive a letter of introduction that includes a web key they will use to apply for secondary schools on [innritun.is](http://innritun.is). If the web key gets lost, the student and/or legal guardian can retrieve it with their electronic ID on [innritun.is](http://innritun.is). You can also request further information and help with web keys by e-mail at [innritun@mms.is](mailto:innritun@mms.is).

Once students have decided which schools to apply to, click on **Apply**. A login window will then open where the student enters their ID number and web key before clicking on **Login**.

An informational text will appear on the screen, which you should familiarise yourself with before continuing and clicking on **Application** in the upper left corner of the page. Then a page appears with the option **Click here to register a new application**, and once this has been done you can start filling out the application itself. If any questions arise during the application process, you can click on the question mark **?** for further instructions.

### Application deadline

Secondary school registration is open from **20 March until and including 7 June, 2024**. Students apply to two schools and select two study programmes within each school (first choice and a second backup choice). Students can change their applications until 7 June, 2024. This may either be because the student has changed their mind or does not believe they fulfil the admission requirements of the study programmes they have applied to.

Upon graduation from primary school in the spring, students' final grades will be electronically forwarded to the schools where they applied. Applicants can view their academic history in their application for secondary school at [innritun.is](http://innritun.is) after 7 June. We strongly encourage students to review their grades in their application after they have been forwarded from the school in order to correct any wrong entries.

## Documents accompanying applications

It is **not** necessary to include copies of diplomas with the application. Certificates or specific information regarding, for example, certain learning difficulties, or academic records from foreign or specialised schools may accompany the application as an attachment. Such documents can also be sent by mail to the school in question, or the applicant may request their primary school to send them. Documents pertaining to diagnoses are not to be included with the application.

## Regarding primary school abroad

If the student has completed primary school or comparable studies abroad, it is best to directly contact the secondary school to which the student has applied. Names of the persons handling registrations can be found on the school websites. In the event of any inconsistencies in the diploma and information provided by the primary school on the online application, please contact us by phone at 514 7500 or by e-mail at [innritun@mms.is](mailto:innritun@mms.is).

## Processing of applications

Once registration closes at 23:59 on 7 June, applications cannot be changed.

Secondary schools select students according to previously determined criteria that form the basis of registration. Each and every school ranks applications according to the criteria set by the school in question. Admission is determined by the applicant's choice and the school's approval.

If an applicant is not accepted by either of the schools applied to, the Centre for Education and School Services will ensure that the applicant is guaranteed admission at another school. All applications should receive admission before the end of June, 2024. Applicants may also check the status of their application by opening the application on [innritun.is](http://innritun.is).

The secondary school that accepts a student's application will send a payment slip for the registration fee to the legal guardian's residence or online bank. Each school has its own payment deadline, and if payment is not made on time, the applicant is considered to have declined admission for the autumn semester of 2024. The school may then offer another student their spot instead.

The principal of each secondary school is responsible for applications being processed in accordance with the school's requirements and the Ministry's procedures. Principals are required to provide justification for the school's decision should an applicant request. A rejected application can be appealed to the Ministry if the applicant is not satisfied with the principal's reasoning.

## Need more assistance?

- All main information about registration can be found online at [innritun.is](http://innritun.is)
- You can also e-mail us your questions at [innritun@mms.is](mailto:innritun@mms.is)
- We also happily accept phone calls at 514 7500 every weekday from 9-15.

Please note that applications may be submitted and changed between **20 March until and including 7 June**. It is very important that students save all changes and confirm their application.

Kind regards,