

# Welcome to Berlin!

## Information for refugees with schoolchildren

Dear Parents,

Welcome to Berlin! We hope that you will quickly find your way around in your new environment and soon feel comfortable.

If you have a child aged six years or older, according to German law, it is compulsory for them to attend school. Therefore, it is important to find a place at a school as soon as possible. In order to do so, you have to contact the school board of your residential district. Ask the support staff at your residential facility for help. Education within the public school sector is free of charge.

How to find a place at a primary or secondary school:

- 1 Enroll your child at the coordination unit of the district in which you reside.  
Provide the following documents (as far as available):
  - your personal documents (identification card or passport)
  - registration confirmation
  - certificates/report cards/school records
- 2 Your child has to participate in a German language test carried out by the coordination unit and must undergo a school health examination. The address of your coordination unit is listed on the following page.
- 3 The school board decides which school and which particular class your child will attend, also by taking into account your child's age as well as the results of the language test and the medical examination. You will be informed by the school board about the results and further steps to be taken.
- 4 Enroll your child at the school named to you by the school board by presenting the following documents (as far as available):
  - your personal documents (identification card or passport)
  - birth certificate of your child
  - other personal papers of your child
  - certificates/report cards/school records

Enquire at „Leistungsstelle des Landesamtes für Flüchtlingsangelegenheiten“ (LAF) in Darwinstraße 14–18, 10589 Berlin, for the “berlinpass-BuT” - you (your child) might also be eligible for benefits/additional payments within the “educational package program” for free public transport, free school supplies, excursions, trips and recreational activities. In order to apply for the berlinpass-BuT, you need to submit the following documents:

- the grant approval from the LAF (notice of approval concerning payments granted under the Refugees Benefits Act)
- a valid residence permit
- a passport photo of your child

### Further information about

The Berlin educational system: [www.berlin.de/sen/bildung/schule/bildungswege/](http://www.berlin.de/sen/bildung/schule/bildungswege/) (German only)

The “education package-program” (berlinpass-BuT): [www.berlin.de/bildungspaket](http://www.berlin.de/bildungspaket) (German only)

### Individual questions and consultation

infopunkt: Bernhard-Weiß-Straße 6, 10178 Berlin, e-mail: [infopunkt@senbjf.berlin.de](mailto:infopunkt@senbjf.berlin.de), phone +40-30-90227-5000

Mon, Tue, Fri 10:00 am - 12:00 pm/noon, Thu 15:00 pm - 18:00 pm

## District Coordination Units for school application

District	Coordination unit at the school board (school place registration)	Coordination unit at the School Supervisory Board (tests on linguistic capacity and educational knowledge)
<b>Mitte</b>	Rüyam Yagiz, Tel.: 9018-26112 r.yagiz@ba-mitte.berlin.de Karl-Marx-Allee 31, 10178 Berlin Mon 9–12 am, Tue 9–12 am, Thur 15–18 pm	Ilona Vogt, Tel.: 9018-33431 vogt@sprachfoerderzentrum.de Turmstraße 75, 10551 Berlin Tue–Thur 8 am –13:30 pm
<b>Friedrichshain-Kreuzberg</b> Frankfurter Allee 35–37 10247 Berlin	Doris Sternekieker, Tel.: 90298-4630 doris.sternekieker@ba-fk.berlin.de Sebastian Smyk, Tel.: 90298-4640 sebastian.smyk@ba-fk.berlin.de Tue 9–12 am, Thur 14–18 pm	Marita Misch, Tel.: 90298-3095 marita.misch@senbjf.berlin.de
<b>Pankow</b> Fröbelstraße 17, 10405 Berlin Haus 9, Room 202a	Sabrina Roehl, Tel.: 90295-5040 sabrina.roehl@ba-pankow.berlin.de Tue 9–12 am	Ramona Basting, Tel.: 90249-1002 ramona.basting@senbjf.berlin.de
<b>Charlottenburg-Wilmersdorf</b> Rathaus Charlottenburg Otto-Suhr-Allee 100 10585 Berlin	cw253001@charlottenburg-wilmersdorf.de Tel.: 9029-14640	Jutta Liesenfeld, Tel.: 9029-12928 jutta.liesenfeld@senbjf.berlin.de Tue 9 am –13 pm, Thur 14–15 pm Barbara Hecke, Tel.: 9029-25121 (Oberschule) barbara.hecke@senbjf.berlin.de Mon 9–12 am & Ishild Abraham (Grundschule) esgbuero@t-online.de Waldschulallee 29–31, 14055 Berlin
<b>Spandau</b> Streitstraße 6–7 13587 Berlin	Edina Sarajlic, Tel.: 90279-2235 e.sarajlic@ba-spandau.berlin.de	Sibylle Behnes, Tel.: 90279-3139 (Room 3007) sibylle.behnes@senbjf.berlin.de Thur 14–16 pm
<b>Steglitz-Zehlendorf</b> Schulamt Steglitz-Zehlendorf Kirchstraße 1–3 14163 Berlin	Sven Starke, Tel.: 90299-6485 sven.starke@ba-sz.berlin.de Nataly Düwal, Tel.: 90299-5452 nataly.duewal@ba-sz.berlin.de	Erdmann Bedürftig (Oberschule) pamela.koester@ba-sz.berlin.de Tue 9–12 am, Thur 9–12 am Kristin Schulz, Tel.: 90299-5192 kristin.schulz@ba-sz.berlin.de Mon 9–12 am, Wed 9–12 am
<b>Tempelhof-Schöneberg</b> Alarichstraße 12–17 12105 Berlin	Ute Rupp, Tel.: 90277-4709 ute.rupp@ba-ts.berlin.de Tue 9–12 am, Fri 9–12 am	Ilona Ludwig-Schulze, Tel.: 90277-6010 ilona.ludwig-schulze@senbjf.berlin Thur 15–18 pm
<b>Neukölln</b> Boddinstraße 34 12053 Berlin	Lars Heller, Tel.: 90239-4175 lars.heller@bezirksamt-neukoelln.de Maryna Rochner, Tel.: 90239-2848 maryna.rochner@bezirksamt-neukoelln.de	Michael Dahms, Tel.: 90239-2730 michael.dahms@senbjf.berlin.de Corinna Zang, Tel.: 90239-2509 oder 23 36 61 59 corinna.zang@senbjf.berlin.de Mon 12–15 pmr, Thur 15–18 pm, Fri 10 am – 13 pm
<b>Treptow-Köpenick</b> Rathaus Köpenick, Alt-Köpenick 21, 12555 Berlin, Room 114/319	Maraïke Neek, Tel.: 90297-2194 maraïke.neek@ba-tk.berlin.de Tue 9–12 am, Thur 14–18 pm	Grit Müller, Tel.: 90297-3260 09-Klaerungsstelle@senbjf.berlin.de Wed 9–12 am and 14–17 pm
<b>Marzahn-Hellersdorf</b> Alice-Salomon-Platz 3 12591 Berlin Room 3.12	Beate Klann, Tel.: 90293-2787 beate.klann@ba-mh.berlin.de Renate Klingenberg, Tel.: 90293-2786 renate.klingenberg@ba-mh.berlin.de	Sabine Kircheisen, Tel.: 90293-2965 sabine.kircheisen@senbjf.berlin.de Tue 15–18 pm
<b>Lichtenberg</b> Alt-Friedrichsfelde 60, 10315 Berlin - Haus 1	Christina Sakawitsch, Tel.: 90296-3820 christina.sakawitsch@lichtenberg.berlin.de	Karim Grundmann, Tel.: 920-9040 / 0157-36 59 78 01 karim.grundmann@senbjf.berlin.de
<b>Reinickendorf</b> Buddestraße 21 13507 Berlin	Andre Grundei, Tel.: 90294-4768 andre.grundei@reinickendorf.berlin.de Mon and Tue 9–12 am, Thur 15–18 pm	Angelika Prase-Mansmann, Tel.: 90294-4721 angelika.prase-mansmann@senbjf.berlin.de
<b>Koordinierungsstelle für berufliche und zentral verwaltete Schulen (OSZ)</b> Room 5537 und 5535 Ring at SIBUZ!	klaerungsstellebbs@senbjf.berlin.de Tel.: 90249-1382, 90249-1380, Tue 9–12 am, Thur 15–18 pm (except holidays) Frankfurter Allee 73 c, 10247 Berlin	