

Registration

- ☐ Kindergarten
- ☐ Primary School (up to Grade 4)
- ☐ Orientation Level (Grade 5)
- ☐ Lower Secondary School (Hauptschule)
- ☐ Intermediate Secondary School (Realschule)
- ☐ Grammar School (Gymnasium)

Desired entry date: _____

1. Child's Information

Family Name: _____
(as in passport)

First Name(s): _____ Preferred Name: _____
(as in passport)

Male ☐ Female ☐

Date of Birth: _____ Place/Country of Birth: _____

All nationality(ies): _____ Religion: _____

Malaysian citizenship? ☐ Yes ☐ No

Residence in Malaysia since: _____

Address in Malaysia: _____

E-mail: _____ Phone: _____ Mobile: _____

Mother tongue: _____ Family language: _____

Other languages: _____

Chronic illnesses / allergies: _____

Regular medication required: ☐ Yes ☐ No

If yes, please specify: _____

Dyslexia* ☐ Yes ☐ No

AD(H)D* ☐ Yes ☐ No

Speech delay* ☐ Yes ☐ No

Developmental delay* ☐ Yes ☐ No

*Please attach a copy of the report.

Other special needs (e.g., motor, occupational therapy, speech therapy):

2. Previous Kindergarten Attendance

Has your child attended a nursery? ☐ Yes ☐ No

If yes, name of institution:

Has your child attended kindergarten? ☐ Yes ☐ No

If yes, name of institution: _____

From _____ to _____

Language: ☐ German ☐ English ☐ Other: _____

3. School Attendance Information

Registration for Grade: _____ Current Grade: _____

Current School: _____

State / Region: _____ School Type: _____

Expected duration at DSKL: _____

4. School History:

First enrollment date: _____

- ☐ Regular enrollment
☐ Special enrollment request
☐ Deferral *

*Please justify: _____

Transition from Primary School after Grade 4, recommendation / fulfilled requirements for:

☐ Lower Secondary (Hauptschule) ☐ Intermediate Secondary (Realschule) ☐ Grammar School (Gymnasium)

Transition from Orientation Level (Grade 5) or 6-year primary school after Grade 5 or 6, recommendation / fulfilled requirements for:

☐ Lower Secondary (Hauptschule) ☐ Intermediate Secondary (Realschule) ☐ Grammar School (Gymnasium)

Transition from Comprehensive School after Grades 5–10, leaving recommendation for:

☐ Lower Secondary (Hauptschule) ☐ Intermediate Secondary (Realschule) ☐ Grammar School (Gymnasium)

Schools attended since Grade 1:

Name of the School	Country/State	From/to	Grade

Foreign Languages:

1st Foreign Language: _____

Since Grade: _____

2nd Foreign Language: _____

Since Grade: _____

3rd Foreign Language: _____

Since Grade: _____

For school changes in secondary level:

The last school attended uses the:

☐ G9 system (13-year system)

☐ G8 system (12-year system)

5. E-Mail Correspondence Address for the Communication with DSKL

6. Parents / Guardians Information

If one parent is not a legal guardian, please provide information under section 7.

Mother / Guardian

If the guardian is not the biological mother, a written custody document must be attached.

Name, First Name: _____

Custody: ☐ Sole

☐ Joint

Nationality(ies): _____ Mother tongue: _____ If

German is not the mother tongue, does she have German language skills? ☐ Yes ☐ No

Occupation:

Company (Name, Address, Tel., E-mail):

Private E-mail: _____ Private Mobile: _____

Father / Guardian

If the guardian is not the biological father, a written custody document must be attached.

Name, First Name: _____

Custody: ☐ Sole ☐ Joint

Nationality(ies): _____ Mother tongue: _____ If

German is not the mother tongue, does he have German language skills? ☐ Yes ☐ No

Occupation: _____

Company (Name, Address, Tel., E-mail): _____

Private E-mail: _____ Private Mobile: _____

Other Guardian

Name, First Name: _____

Custody: ☐ Sole ☐ Joint

Nationality(ies): _____ Mother tongue: _____

If German is not the mother tongue, are German skills present? ☐ Yes ☐ No

Occupation: _____

Company (Name, Address, Tel., E-mail): _____

Private E-mail: _____ Private Mobile: _____

7. Emergency Contact in Malaysia

Name, First Name: _____ Language: _____

Private Phone: _____ Mobile: _____

8. Additional Contact Person

Name, First Name: _____

Relationship to child (e.g., aunt): _____

Private Address: _____

Private Phone: _____ Mobile: _____

9. Persons Authorized to Pick Up Your Child / Children

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

10. Additional Information About Your Child

11. Emergency Information

Which hospital should your child be taken to in an emergency?

Child's blood type (if known): _____

Vaccinations* according to vaccination card: ☐ Yes ☐ No

*Please note that all DSKL students are required to have Tetanus and Measles vaccinations.

Paracetamol, Ibuprofen / Antihistamines may be administered in emergencies (e.g., school trips):

☐ Yes ☐ No

Risk factors (e.g., medication intolerance, diabetes, allergies, etc.):

12. Payment Information

Payment Type

- ☐ Private Payer
☐ Company Payer

Payment Options

- ☐ Annually
☐ Semi-Annually
☐ Quarterly

Consent Declaration:

- I agree that my child may be taken to the nearest hospital in an emergency accompanied by a teacher in a private car or taxi.
- I entrust the treating physician with full discretion regarding any necessary treatments, such as administering medication, injections, vaccinations.
- I commit to providing the current copy of my child's visa.
- I acknowledge the payment terms and internal regulations of the German School, as well as the statutes of the German School Association Kuala Lumpur, particularly that the non-refundable enrollment fee is payable immediately upon registration.
- I consent to my child participating in all domestic school trips, excursions, and activities.
- I understand that beyond accident and liability insurance, the school does not assume responsibility or liability, and that insurance coverage through the school's accident insurance also applies during trips. The maximum coverage is 5,000 Euros. Any additional coverage must be arranged by the parents. We have also been informed that the Allianz accident insurance is secondary, meaning any other existing accident insurance (statutory or private) takes precedence in the event of a claim.
- Liability insurance covers the loss or damage of personal property. The school or the leader of any activity is not liable for accidents, injuries, or illnesses.
- I confirm that our family has adequate health and liability insurance coverage.
- I agree to the publication of my address and phone number within the school community.
- I consent that class photos and photos of DSKL activities featuring my child may be published online or in publications (e.g., website, social media, yearbook, or publications of supporting institutions such as ZfA, BVA).
- I wish the following WhatsApp number to be shared with the class parent representative for inclusion in the class chat:

Name: _____ WhatsApp Number: _____

Required Attachments

- ☐ Completed membership application form for the school association (DSM)
- ☐ Copy of student passport and visa (visa copies to be provided after enrollment)
- ☐ Copy of parents' passports
- ☐ Current report cards including promotion certificates
- ☐ For school transfers during the year: transfer certificate from previous school
- ☐ School history recommendation (see section 3)
- ☐ For students intending to take the German school-leaving exam: proof (report cards) for the year when a foreign language was started or completed
- ☐ If applicable, custody documentation (if one or both guardians are not biological parents)
- ☐ Copy of vaccination record
- ☐ Proof of liability insurance
- ☐ Digital passport photo

Parents are responsible for the completeness of the registration documents.

Only after complete submission of the above-listed documents can the child be considered for a place. Otherwise, the application cannot be processed.

Place / Date

Signature of Parent(s) / Guardian(s)