

Regarding procedures for attending Setagaya City elementary and junior high schools  
(for foreign nationals)

If you would like your child of elementary or junior high school age to attend a municipal elementary or junior high school of Setagaya City, you must complete the enrollment procedures at the counter of the School Affairs Division (Gakumu-ka), Secretariat of the Board of Education at the Setagaya City Hall, or through online application. (Procedures cannot be carried out at the Civic Affairs Counters (Kumin-ka) or the Community Branch Offices (Shutchojo).)

Application at the counter

Reception Address: School Affairs Division, Secretariat of the Board of Education,  
Setagaya City

Setagaya City Hall Building 2, 5th floor, reception number 53  
(4-21-27 Setagaya, Setagaya City)

Reception Hours: Weekdays, 8:30 to 17:00 (not including national holidays and New Year's holiday period)

Caution: The guardian of the child (father, mother etc.) should conduct the procedures. You do not need to reserve in advance. Please bring the child's residence card when conducting procedures.

Online application

URL <https://www.city.setagaya.lg.jp/mokuji/kodomo/005/002/004/d00210316.html>



Caution: The procedures should be carried out by the parent/guardian. Please attach an authorization letter if the procedures are carried out by someone other than the parent/guardian. After the application is received, a member of the staff may make a phone call to the parent/guardian, speaking in the Japanese language. If the parent/guardian cannot be contacted, or if the application contents cannot be adequately

verified, it may not be possible to send the notification letter to the applicant. Those who need interpretation assistance may also consider applying in person, accompanied by someone who is proficient in the Japanese language, at the counter of the School Affairs Division (Gakumu-ka).

\*If the child is currently of age to attend elementary or junior high school, a notification letter indicating the name of the school will be posted to the parent/guardian in about 7-10 days after the application. Please contact the school beforehand, bring the notification letter to the school, and carry out transfer procedures.

\* An enrollment notification letter will be sent out to around mid-January of the year of enrollment for children who will be entering the first grade.

○ For those who are concerned about school life in Japan because “I cannot speak/understand Japanese”.

In Setagaya City, we have established the Returnee/Foreign Resident Education Counseling Office and are providing various types of support for elementary and junior high school students who cannot speak/understand Japanese, such as dispatching assistants to schools, or dispatching an interpreter when schools need to contact guardians and require an interpreter. Furthermore, we are using the Umegaoka Junior High School classrooms to conduct “remedial classes” for small groups. For more details, please see the “Welcome” section of the booklet, or contact the Returnee/Foreign Resident Education Counseling Office directly.

○Returnee/Foreign Resident Education Counseling Office (in Umegaoka Junior High School)

Telephone/FAX: 03-3322-7776