

Ano Letivo 2024/2025

INFORMATION - REGISTRATIONS/ ENROLLMENT



<https://portaldasmaticulas.edu.gov.pt>

- **Enrollment Request:**
 - access the Portal da Matrículas (Enrollment Site): <https://portaldasmaticulas.edu.gov.pt/>
 - it can also be scheduled at Administrative Services (in this case, it is necessary to schedule the appointment in advance);
- **Who makes the enrollment on the Portal da Matrículas?**
 - students who will attend school for the first time (preschool and 1st grade);
 - students who will attend the 5th, 7th, 10th or 12th grade;
 - students who want to move to another school;
 - students who intend to change their courses or subjects;
- **Documents:**
 - Identification document of the parent/guardian of the child;
 - Student's identification document;
 - Student's digital photo;
 - Tax Identification Number of the parent/guardian of the child;
 - Student's Tax Identification Number;
 - Social Security Identification Number of the parent/guardian of the child;
 - Student's Social Security Identification Number;
 - Tax Proof of Residence Address;
 - Household document validated by the Tax Authority
- **Mandatory Enrollment Deadline on the Portal das Matrículas:**
 - Pre-School - April 15th to May 15th
 - 1st grade - April 15th to May 15th
 - 5th grade - 6th to 12th July
 - 7th grade - June 22nd to July 2nd
 - 10th grade and 12th grade - 15th to 20th July
- **Other Enrollment deadlines (not mandatory, only in case of personal data alteration):**
 - 6th grade, 8th grade, 9th grade and 11th grade - June 22nd to July 2nd;
 - 2nd grade, 3rd grade and 4th grade - 6th to 12th July;

Legislation:

[Despacho-Normativo n.º 6/2018 \(republicado pelo Despacho-Normativo n.º 10-B/2021 de 12 de abril\)](#), establishes registration and renewal procedures.

[Despacho n.º 4506-A/2023 de 13 de abril](#), defines the enrollment and renewal calendar.