Republic of Latvia

Cabinet

Regulation No. 591

Adopted 13 October 2015

**Procedures for Enrolling Students in and Discharging from General Educational Institutions and Special Pre-school Educational Groups, and also for Moving Them up into the Next Grade**

*Issued pursuant to*

*Section 4, Clauses 6 and 18, Section 26, Paragraph two and*

*Section 52 of the General Education Law*

**I. General Provisions**

1. This Regulation prescribes:

1.1. the criteria and procedures by which students are enrolled in and discharged from general educational institutions, and also boarding schools and special educational institutions implementing general basic and general secondary educational programmes, including special educational programmes and special pre-school educational programmes, and in special pre-school educational groups (hereinafter – educational institution);

1.2. mandatory requirements for moving students up into the next grade.

2. Regulation shall also apply to enrolment in educational institutions and moving up into the next grade of prisoners and those juvenile foreigners, who do not have legal grounds to reside in the Republic of Latvia, but have the right to acquire basic education during the period determined for voluntary departure or forced removal, or for the period for which voluntary departure or forced removal has been postponed.

**II. Enrolling a Student in an Educational Institution**

3. A student shall be enrolled in an educational institution on the basis of a submission of a parent or legal representative (hereinafter – parents), or a student, who has reached the age of majority, or the official responsible for resocialisation of a prisoner, or the responsible official of the State Border Guard (hereinafter – responsible official) accordingly.

4. Before the enrolling a student in general educational institution, parents or responsible officials or an adult student is entitled to get acquainted with the following documents regarding the educational institution:

4.1. the certificate of registration of the educational institution (available electronically in the public section of the State Education Information System);

4.2. the accreditation sheet of the educational institution (available electronically in the public section of the State Education Information System);

4.3. the licences of the educational programmes (available electronically in the public section of the State Education Information System);

4.4. the accreditation sheet of the educational programme (available electronically in the public section of the State Education Information System);

4.5. the by-law of the educational institution;

4.6. the internal procedural regulations;

4.7. the procedures laid down by the founder of the educational institution for registration of submissions regarding enrolling a student in the educational institution and the deadlines for the acceptance thereof (if such have been determined);

4.8. the programme of and procedures for entrance examinations (if such have been determined) for enrolling students in grade 10 and in grades 7–9 of a gymnasium or a State gymnasium for the acquisition of the respective educational programme;

4.9. other documents for which the status of restricted access has not been determined.

5. To apply a student for an educational institution, the parents or the student, who has reached the age of majority, or the responsible official shall submit a submission (hereinafter - submission) addressed to the head of the educational institution (hereinafter – director). The submission may also be sent electronically, by signing it with a secure electronic signature. The following shall be indicated in the submission:

5.1. the given name and surname of the parents or the responsible official;

5.2. the given name, surname and personal identity number or date of birth of the student;

5.3. the address of the declared and actual place of residence of the student;

5.4. the selected educational programme;

5.5. the most convenient form for communication with the educational institution, also specifying the electronic mail address (if any).

6. The following shall be appended to the submission:

6.1. a copy of a document certifying a previously acquired education (if any), presenting the original to the director;

6.2. the medical card of the child (form No. 026/u), applying for the special pre-school educational group and grade 1;

6.3. an extract from the inpatient/outpatient patient medical card (form No. 027/u) of a student, who has reached the age of majority;

6.4. an opinion of a pedagogical medical commission of the State or local government (hereinafter - pedagogical medical commission), if the student is enrolled in a special educational programme or if he or she has been recommended to have support measures in the learning process. When enrolling students with visual, hearing or physical development disorders in general secondary educational programme, no repeated opinion of a pedagogical medical commission is needed, if the student has acquired the special educational programme for students with visual, hearing or physical development disorders;

6.5. a copy of the document certifying custody, presenting the original to the director.

7. A student shall be enrolled in the appropriate grade of a general educational institution in one educational programme with an order of the director.

8. A student may be simultaneously enrolled only in one evening (shift) or part-time (including distance learning) general secondary educational programme and vocational programme (level 2 professional qualification), after acquisition of general basic education (duration of the studies - one year).

9. After enrolment in an educational institution, a personal file shall be arranged for the student.

10. With a recommendation of the pedagogical council of the educational institution, a student may be enrolled in an evening (shift) or part-time (including distance learning) general secondary educational programme, if the student, upon acquiring general secondary educational programme, with the exception of evening (shift) or part-time (including distance learning) general secondary educational programme, has not been moved up into to the next grade. In such case, upon enrolment of the student up into the next grade, the student shall acquire the specific study subjects in the form of self-learning acquire and pass the post-examinations by the end of the first semester of the respective school year.

11. Enrolment of a student in general basic education second stage programme in grade 7–9 in a gymnasium or a State gymnasium or in general secondary educational programme shall be organised by the educational institution in accordance with the procedures developed by it, which includes the following conditions:

11.1. the student shall take not more than two entrance examinations;

11.2. a commission has been established, which shall prepare the programme and content of entrance examinations, and also determine the criteria and procedures for evaluation;

11.3. by an order of the director the term for applying for entrance examinations has been announced, and the procedures for the course and evaluation thereof have been notified;

11.4. results of the entrance examinations shall be recorded in minutes and the minutes shall be signed by all members of the commission of entrance examination;

11.5. the student shall be informed about the results of the entrance examination within five working days after the occurrence of the entrance examination.

12. Upon enrolment of a student in general secondary educational programme, an educational institution established by a local government or secondary educational institution established by a State institution of higher education, shall ensure that:

12.1. upon acquiring education full-time:

12.1.1. in a municipality educational institution (with the exception of the municipality towns referred to in Sub-paragraph 12.1.2 of this Regulation, and in the municipalities referred to in Sub-paragraph 12.1.3 of this Regulation) the number of students in grade 10 shall be not less than 12 or the total number of students in grades 10–12 shall be not less than 32;

12.1.2. in municipality towns – Aizkraukle, Alūksne, Balvi, Bauska, Cēsis, Dobele, Gulbene, Krāslava, Kuldīga, Limbaži, Līvāni, Ludza, Madona, Ogre, Preiļi, Saldus, Sigulda, Smiltene, Talsi, Tukums and Valka – in an educational institution the number of students in grade 10 shall be not less than 18 or the total number of students in grades 10–12 shall be not less than 48;

12.1.3. in Ādaži, Babīte, Carnikava, Garkalne, Iecava, Ikšķile, Inčukalns, Ķekava, Lielvārde, Mārupe, Olaine, Ozolnieki, Salaspils, Saulkrasti and Stopiņi municipality educational institution the number of students in grade 10 shall be not less than 18 or the total number of students in grades 10–12 shall be not less than 48;

12.1.4. in cities the number of students in grade 10 shall be not less than 22 or the total number of students in grades 10–12 shall be not less than 58;

12.2. upon acquiring education part-time (including distance learning):

12.2.1. in a municipality educational institution (with the exception of the municipality towns referred to in Sub-paragraph 12.2.2 of this Regulation, and in the municipalities referred to in Sub-paragraph 12.2.3 of this Regulation) the number of students in grade 10 shall be not less than 12 or the total number of students in grades 10–12 shall be not less than 32;

12.2.2. in municipality towns – Aizkraukle, Alūksne, Balvi, Bauska, Cēsis, Dobele, Gulbene, Krāslava, Kuldīga, Limbaži, Līvāni, Ludza, Madona, Ogre, Preiļi, Saldus, Sigulda, Smiltene, Talsi, Tukums and Valka – in an educational institution the number of students in grade 10 shall be not less than 18 or the total number of students in grades 10–12 shall be not less than 48;

12.2.3. in Ādaži, Babīte, Carnikava, Garkalne, Iecava, Ikšķile, Inčukalns, Ķekava, Lielvārde, Mārupe, Olaine, Ozolnieki, Salaspils, Saulkrasti and Stopiņi municipality educational institution the number of students in grade 10 shall be not less than 18 or the total number of students in grades 10–12 shall be not less than 48;

12.2.4. in cities the number of students in grade 10 shall be not less than 22 or the total number of students in grades 10–12 shall be not less than 58.

13. Upon enrolment of students in an educational institution, which on the basis of an international agreement, implements general secondary education programme, Paragraph 12 of this Regulation shall not be applied.

14. Students with visual, hearing, speech, mental health, physical development, learning disorders (in pre-school education group also with mixed development disorders), mental development, including serious mental development or several serious mental development disorders and somatic symptom disorders shall be enrolled in a special educational programme, based on an opinion of a pedagogical medical commission, stating the educational programme or support measures recommended for the student.

15. Upon enrolment in a special pre-school educational institution or in a special pre-school educational group of general educational institution for the student to acquire the special educational programme indicated in the opinion of the pedagogical medical commission, the educational institution shall ensure that the number of students in one group does not exceed:

15.1. 10 students with visual impairments;

15.2. 10 students with hearing impairments;

15.3. 15 students with physical development disorders;

15.4. 15 students with somatic diseases;

15.5. 14 students with speech development disorders;

15.6. 14 students with mixed development disorders;

15.7. 14 students with mental health disorders;

15.8. 10 students with mental development disorders;

15.9. six students with serious mental development disorders or several serious developmental disorders.

16. Upon enrolment of a student in a general educational institution in a separate (special education) class, where the student acquires the special educational programme, or in a special educational institution for the student to acquire the special educational programme indicated in the opinion of the pedagogical medical commission, the educational institution shall ensure that the number of students in one class for the implementation of special basic education and special secondary educational programme (by combining students of not more than two different classes with not more than two types of disorders, with the exception of students of special basic educational programme with serious or several serious development disorders) does not exceed:

16.1. 10 students with visual impairments;

16.2. 10 students with hearing impairments;

16.3. 16 students with physical development disorders;

16.4. 20 students with somatic diseases;

16.5. 14 students with speech development disorders;

16.6. 14 students with learning disabilities;

16.7. 14 students with mental health disorders;

16.8. 12 students with mental development disorders;

16.9. six students with serious mental development disorders or several serious developmental disorders.

17. Upon enrolment of a student in a general educational institution for the implementation of the special educational programme or support measures recommended in the opinion of the pedagogical medical commission, the educational institution shall ensure that not more than four students with special needs are included (integrated) in one class, of whom:

17.1. not more than three students are with visual, hearing or physical development disorders;

17.2. not more than four students are with speech, learning or mental health disorders;

17.3. not more than two students are with mental development disorders, serious mental development disorders or several serious disorders.

18. Upon enrolment of a student in a boarding school, a place in the boarding school shall be ensured for him or her. On the basis of a written submission of the parent or the responsible official, the student is allowed not to stay in the boarding school. In such case, the director shall issue an order listing the students who are allowed not use the boarding services.

19. The director shall ensure that, after the issuing of the order regarding the enrolment of a student in an educational institution in the relevant educational programme, information regarding the student of grade 1–12 is entered in the State Education Information System by 20 August of the current year.

20. If a student is enrolled in an educational institution after 20 August, the director shall ensure that information regarding the student is entered in the State Education Information System within 10 working days after the issuing of the order regarding enrolment of the student in the educational institution in the relevant educational programme.

21. If an educational institution refuses to enrol a student in the relevant educational institution for the acquisition of general secondary education or continuation thereof, the director shall inform the submitter of the submission in writing regarding the refusal for the enrolment of the student and the reasons thereof. The director shall also inform the relevant local government regarding the refusal to enrol the student in the State or local government educational institution or continuation thereof. If necessary, the local government shall provide parents or the responsible official with information regarding vacancies in other educational institutions in the administrative territory of the local government.

22. Based on a written submission of the parents of a student, the director, after co-ordination with the founder of the educational institution and the enrolment of the student in the educational institution (with the exception of special educational institution/ group) is entitled to determine by an order, that the student may acquire the learning content of the educational programme for grade 1–6 in the family, and that it is the responsibility of his or her parents, if:

22.1. the parents substantiate in writing that due to the student's state of health, as evidenced by a statement issued by a family doctor or attending physician, or due to psychological reasons, as evidenced by a psychologist's opinion, special conditions are needed that cannot be ensured by the educational institution;

22.2. a learning environment for the student and support for the acquisition of the learning content are ensured in the family;

22.3. the administration of the educational institution shall determine the procedures for the implementation of the educational programme, and the procedures for evaluating the achievements of a student by educators of an educational institution during a school year.

**III. Transferring of a Student from One Educational Institution to Another Educational Institution**

23. If a student wishes to continue education in another educational institution, the parents, the responsible official or a student, who has reached the age of majority, shall submit:

23.1. a submission in free form to the director of the educational institution, from which the student wishes to transfer, by informing regarding his or her choice and indicating the educational institution to which the student intends to transfer in order to study;

23.2. a submission to the director of the educational institution, whereto the student wishes to transfer in order to study in accordance with Paragraphs 5 and 6 of this Regulation, by additionally indicating the educational institution from which the student is withdrawing.

24. By an order of the director, the student shall be enrolled in the new educational institution in the appropriate grade and educational programme.

25. If a student moves from a special educational institution to a general educational institution, the student shall be enrolled in the educational institution if it implements a appropriate licensed educational programme or ensures the support measures needed by the student in the relevant educational programme within the framework of implementation of the plan for study subjects and study lessons.

26. The educational institution, to which the student transfers, shall, within three working days, inform the previous educational institution regarding enrolment of the student in writing (in printed form or in the form of an electronic document in accordance with the laws and regulations regarding drawing up of electronic documents) and shall indicate the date of enrolment.

27. The previous educational institution shall, within 10 working days after receipt of the information referred to in Paragraph 26 of this Regulation, send the documents referred to in Sub-paragraphs 6.2 and 6.4 of this Regulation to the educational institution, to which the student is transferring.

28. Within three working days after receipt of the information from the educational institution to which the student has transferred to study, the director of the previous educational institution shall discharge the student from the educational institution by an order, in which the name of the new educational institution shall be indicated.

29. If an educational institution is reorganised or liquidated, the founder of the educational institution shall not later than six months before the reorganisation or liquidation inform parents, responsible official or a student, who has reached the age of majority, regarding the procedure initiated by providing solutions for enrolment of each student in another educational institution that implements the appropriate educational programme.

30. If a student who had previously studied in Latvia, returns from studies in another country and is applied to an educational institution for continuing studies, the educational institution shall:

30.1. request the parents of the student, the responsible official or the student, who has reached the age of majority, to provide documents that characterise and certify the learning content acquired in another country and the achievements of the student;

30.2. evaluate the documents submitted and achievements of the student, by inviting the student and his or her parents, responsible official or a student, who has reached the age of majority;

30.3. enrol the student in a grade appropriate to his or her age and needs, taking into account the continuity of the educational content acquired before;

30.4. by an order of the director determine the State funded support measures to be implemented during one school year for the acquisition of compulsory basic education - for the improvement of the Latvian language skills and acquisition of study subjects "Latvian language" or "Literature", or "Latvian language and literature", "Social sciences", "History of Latvia", and also for the acquisition of those study subjects that differ in Latvia and in the educational programme previously acquired by the student.

31. If a student of another country who previously has not acquired education in Latvia, is applied for enrolment in an educational institution, the educational institution shall:

31.1. request the parents of the student, the responsible official or the student, who has reached the age of majority, to provide documents (if any) that characterise and certify the learning content of the education acquired in another country and the achievements of the student;

31.2. establish a commission for the evaluation of the achievements of the student by an order of the director in the composition of three educators to assess the student's language skills, the acquired learning content and achievements;

31.3. evaluate the documents submitted by the student and achievements of the student, by inviting the student and his or her parents, responsible official or a student, who has reached the age of majority;

31.4. enrol the student in a grade appropriate to his or her age and needs, taking into account the continuity of the educational content acquired before;

31.5. by an order of the director determine the State funded support measures to be implemented during one to three school years for the acquisition of compulsory basic education - for the improvement of the Latvian language skills and acquisition of study subjects "Latvian language" or "Literature", or "Latvian language and literature", "Social sciences", "History of Latvia", and also for the acquisition of those study subjects that differ in Latvia and in the educational programme previously acquired by the student.

**IV. Moving a Student up into the Next Grade**

32. A student shall be moved up into the next grade of general educational programme, if the student:

32.1. has received evaluation for the year, which is not less than four points, in all study subjects (with the exception of the study subjects whereof the student is exempted), or descriptive evaluation in grades 1–3 accordingly in the study subjects laid down in the normative regulation;

32.2. has received not more than one post-examination evaluation which is lower than four points (with the exception of general secondary educational programme grade 10–12);

32.3. in not more than two study subjects in the evening (shift) or part-time (including distance learning) general secondary educational programme has received evaluation for the year (with the exception of the study subjects whereof the student is exempted), which is lower than four points.

33. Students with serious mental development disorders in general education programmes shall be moved up into the next grade without any conditions.

34. A student shall not be moved up into the next grade of the general educational programme and additional educational measures shall be laid down for the entire school year within the framework of implementation of the plan for study subjects and lessons, if the pedagogical council of the educational institution, upon evaluating the achievements of the student (evaluation in several study subjects does not conform to the results to be achieved, which have been specified in the standard of the study subject, or the evaluation for the year is less than four points, or the evaluation for the year has not been received), the dynamics of the development of the study achievements, the general development of the student, the amount of non-attendance (it is impossible to evaluate the study achievements of the study in a semester or year because of non-attendance), the forecast of the study achievements for the subsequent study year, recognises that the student cannot be moved up into the next grade of the general educational programme.

35. Supplementary study measures shall be organised in accordance with the following procedures:

35.1. the list of study measures shall be determined by an order of the director, taking into account the recommendation of the pedagogical council of the educational institution or of the educators of the relevant grade;

35.2. the number of study measures per week shall be not less than the number of lessons per week in the relevant study subject;

35.3. the duration of the study measures shall not exceed two weeks and shall last not longer than till the beginning of the next school year (with the exception of the case referred to in Paragraph 10 of this Regulation);

35.4. the educational institution shall inform the student, his or her parents or the responsible official regarding the study measures and time periods of their occurrence.

36. At the end of the supplementary study measures, but not later than by the beginning of the next school year, post-examinations shall be organised for the educational content acquired in the determined study measures, the time periods of which shall be determined by the director by an order.

37. The evaluation of the post-examinations shall be drawn up in a form of an examination minutes, entered in the class journal in the column after the evaluation for the year, in the journal of the summary of the achievements and in the school report of the student in the column "examinations" or in the empty column. Evaluation of a post-examination shall be equalled to the evaluation for the year.

38. Supplementary study measures and post-examinations shall be mandatory for a student in all study subjects, in which the evaluation of the achievements does not conform to the results to be achieved, which have been laid down in the standard of the study subject, or the evaluation for the year is less than four points, or the evaluation for the year has not been received within the framework of the implementation of the plan for study subjects and study lessons.

39. A student who has taken a post-examination shall be moved up into the next grade in conformity with the conditions referred to in Paragraph 32 of this Regulation (with the exception of the case referred to in Paragraph 10 of this Regulation).

40. If a student has been moved up into the next grade with an evaluation, which is lower than four points, he or she shall be determined to take study measures for the prevention of difficulties in the studies and for ensuring adequate achievements.

41. A student only once may be kept in general basic educational programme grade 1-8 for a second year.

42. A student who is acquiring a general basic education or general secondary educational programme, including a special educational programme, shall be moved up into the next grade or kept for the second year in the same grade by an order of the director, by making a relevant record in the school report and in the journal of the summary of the achievements of students.

43. A student who has received a school report for the acquisition of a general basic educational programme shall have the right to repeat studies in grade 9 (until reaching the age of majority).

44. If the parents or a student, who has reached the age of majority contest the evaluation for the year in any study subject and an agreement has not been reached in negotiations with the teacher of the relevant study subject, inviting a representative of the administration of the educational institution, the parents, responsible official or the student, who has reached age of majority has the right, within two weeks after notification of the evaluation for the year, to submit a request to review the evaluation for the year in the study subject. In such case:

44.1. the director shall establish the appeals commission (by inviting representatives of the methodological commission of the relevant study subject and other educators);

44.2. the appeals commission, on the basis of the requirements of the study subject standard, the requirements laid down in the study subject programme and the analysis of the achievements of the student, if necessary, shall organise a post-examination and provide a written opinion to the director;

44.3. the director shall take a decision on approval of the evaluation for the year of the student in the relevant study subject and inform the parents or the student thereof.

45. If a student, who has obtained a document certifying acquisition of general secondary education, has to take an exam, in order to receive a certificate of general secondary education, he or she shall, not later than six weeks before the State test work, lodge a submission to the institution of higher education, which ensures the opportunity to take the State test work in the relevant study subject.

46. If a student has the appropriate knowledge, abilities and skills, social and psychologically emotional readiness, the pedagogical council of the educational institution shall propose the director to recognise that the student has acquired the content of study subjects of two grades of the particular educational programme in one year. The pedagogical council of the educational institution shall review the following cases, if:

46.1. the parents of the student or a student, who has reached the age of majority, has by 31 December of the relevant year lodged a submission to the director with a request to allow the student to acquire the content of the study subject programmes of the next grade in one school year by the end of the relevant school year;

46.2. the director after evaluation of the submission of the parents or the student, who has reached the age of majority, and after consulting the educators of the student, has determined the time of the required test works by an order;

46.3. the student has passed the test works by the end of the school year and the determined State test works of the two consecutive grades of the relevant educational programme (results have been draw up in the form of minutes).

**V. Enrolment of a Student in a General Educational Institution in the Status of an External Student**

47. An external student is an adult person who in the form of self-education during a year acquires a part of the content of education determined in accordance with the State general education standards, in order to:

47.1. obtain or improve evaluations in general basic education study subjects, obtaining the document for the acquisition of general basic education;

47.2. obtain the document for the acquisition of general secondary education in an evening (shift) or part-time (including distance learning) education programme;

47.3. take State test works.

48. The director has the right to enrol a student in the educational institution in the status of an external student, by providing consultations and opportunities for him or her during one school-year to successively take State test works in conformity with the procedure laid down in the regulations regarding the course of State test works.

49. When applying for enrolment in an educational institution, a student shall lodge a submission addressed to the director. The submission may also be sent electronically, by signing it with a secure electronic signature. The following shall be indicated in the submission:

49.1. the given name, surname and personal identity number or date of birth of the student;

49.2. the address of the declared and actual place of residence of the student;

49.3. the selected educational programme;

49.4. the study subjects to be acquired (in the basic educational programme);

49.5. the form for communication with the educational institution, indicating the electronic mail address (if any).

50. A student, who has reached the age of majority, shall append a copy of the document certifying a previously acquired education, presenting the original to the director. If the document certifying the acquired education has been issued in another country, a decision on recognition of the education document shall be appended.

**VI. Discharge of a Student from a General Educational Institution**

51. A student shall be discharged from a special pre-school educational institution or group, with an order of the head of the pre-school educational institution in the following cases:

51.1. on the basis of a submission of the parents or responsible official, stating the reason thereof;

51.2. after acquisition of pre-school educational programme.

52. A student of mandatory educational age, who acquires general education basic educational programme, shall be discharged from the educational institution by an order of the director in the following cases:

52.1. the student has been enrolled in another educational institution;

52.2. the student has left the State (in the case referred to in Paragraph 56 of this Regulation);

52.3. the student has received a certificate of general basic education;

52.4. the student has reached the age of majority and terminates education by his or her own wish, confirming it with a submission, or if the student repeatedly fails to comply with the responsibilities of a student laid down in the Education Law.

53. The student, who acquires general secondary educational programme, shall be discharged from the educational institution by an order of the director in the following cases:

53.1. the student has been enrolled in another educational institution;

53.2. the student who acquired general secondary educational programme in grade 10–12 has not been moved up into the next grade;

53.3. a student, who is enrolled in an evening (shift) or part-time (including distance learning) general secondary educational programme with a recommendation of the pedagogical council of the educational institution, in the case referred to in Paragraph 10 of this Regulation has failed to pass the post-examinations by the end of the first semester of the relevant school year and has not acquired sufficient evaluation;

53.4. the student has left the State (in the case referred to in Paragraph 56 of this Regulation);

53.5. the student has received a certificate of general secondary education or a school report regarding acquisition of the general secondary educational programme;

53.6. the student repeatedly fails to comply with the responsibilities of a student laid down in the Education Law;

53.7. based on a request of an adult student which is evidenced by a written submission with a specified reason.

54. In case of discharging a student from an educational institution based on Paragraph 52 (with the exception of the case referred to in Sub-paragraph 52.3 of this Regulation) and Paragraph 53 of this Regulation (with the exception of the case referred to in Sub-paragraph 53.5 of this Regulation) the educational institution shall inform in writing his or her parents or the student who has reached the age of majority, by sending a registered letter to the address of the declared place of residence, or by sending an electronic mail signed with a secure electronic signature to the indicated electronic mail address.

55. A student shall not be discharged from an educational institution based on a submission of his or her parents or the student, who has reached the age of majority, if:

55.1. he or she plans to study in another country for a period not longer than one school year;

55.2. he or she accompanies one of the parents who has been sent in the diplomatic service for a period of up to four years;

55.3. it is not possible to assess his or her achievements due to justified non-attendance;

55.4. due to justified non-attendance, the grades are lower than four points.

56. A student, who is studying in another country, but until the end of the current school year, has failed to submit in writing the information regarding the acquired education, the possible return and continuation of education in the next school year in the relevant educational institution, shall be discharged from the educational institution on the basis of the director's order.

57. If the student plans to leave the State for a definite period of time, which exceeds one study year, and to continue the acquisition of education in another country:

57.1. the parents or a student, who has reached the age of majority, shall submit a submission to the educational institution in which, by indicating the planned time period, certifies that the student is leaving the State. The submission may also be sent electronically, signing it with a secure electronic signature;

57.2. the educational institution shall issue (if indicated in the submission - sending by post or in the form of electronic document) to the parents or the student, who has reached the age of majority, a school report or a report card.

57.3. the director shall issue an order regarding the discharge of the student from the educational institution and shall inform in writing the local government, in the territory of which the place of residence of the student is declared, regarding the fact that the student will continue the acquisition of education abroad, and also ensure that the information on the status of the student is updated in the State Education Information System.

**VII. Final Provisions**

58. The following shall be repealed:

58.1. Cabinet Regulation No. 820 of 31 August 2010, *Procedures for Enrolling in a Student in a Boarding School, a Special Educational Institution and a Special Pre-school Educational Group, and also Discharging from a Special Educational Institution and Special Pre-school Educational Group* (*Latvijas Vēstnesis*, 2010, No. 140);

58.2. Cabinet Regulation No. 149 of 28 February 2012, *Regulations Regarding the Procedures for Enrolment of Students in and Discharge from General Educational Institutions and the Mandatory Requirements for Moving Them up into the Next Grade* (*Latvijas Vēstnesis*, 2012, No. 39).

59. Paragraph 12 of this Regulation shall come into force on 1 September 2016.

60. In the school year 2016/2017 and 2017/2018 upon enrolling students in grade 10 for the acquisition of general secondary educational programme in full time studies, a municipality educational institution (with the exception of municipality towns referred to in Sub-paragraph 12.1.2 of this Regulation and municipalities referred to in Sub-paragraph 12.1.3 of this Regulation) shall comply with the condition that the total number of students in grade 10 shall be not less than 10, or the total number of students in grades 10–12 shall be not less than 27.

61. In the school year 2016/2017 and 2017/2018 upon enrolling students in grade 10 for the acquisition of general secondary educational programme in part time studies, a municipality educational institution (with the exception of municipality towns referred to in Sub-paragraph 12.2.2 of this Regulation and municipalities referred to in Sub-paragraph 12.2.3 of this Regulation) shall comply with the condition that the total number of students in grade 10 shall be not less than 10, or the total number of students in grades 10–12 shall be not less than 27.

Prime Minister Laimdota Straujuma

Minister for Education and Science Mārīte Seile