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| **SIRA NO** | **HİZMETİN ADI** | **BAŞVURUDA İSTENEN BELGELER** | **HİZMETİN TAMAMLANMA SÜRESİ(EN GEÇ)** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 Dakika |
|  | Ön Kayıt Başvurularının Yapılması |  |  |  |  |  |
|  |  |  | 1- | Çocuğun aday kaydı e-Okul sistemi üzerinden alınır. |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  | 15 Dakika |
|  | Kesin Kayıt İşlemlerinin Yapılması |  |  | 1- | 1/2 adet sözleşme (okuldan alınacak) |  |
|  |  |  | 2- | Acil durumlarda başvuru formu |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  | Çocuk Kulübü Kayıt İşlemleri |  |  |  |  | 1-2- | Başvuru FormuAcil Durumlarda Başvurulacak Kişi Formu |  |  |  |  |  | 20 Dakika |
| **4** |  |  |  |  |  |  |  |  |  | 20 Dakika |
|  | Nakil ve Geçiş İşlemlerinin Yapılması |  |  | 1- | T.C. Kimlik Numarası |  |
|  |  |  | 2- | Veli Dilekçesi |  |
|  |  |  | 3- | Şehit ve Muharip Gazi çocukları ile özel Eğitime ihtiyacı olan çocuklar için durumlarını gösteren belge |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  | Öğrenci Belgesi |  |  |  |  | 1- | Veli İsteği |  |  |  |  |  | 20 Dakika |
| **6** |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 Dakika |
|  | Kayıt Yenileme İşlemlerinin Yapılması |  |  | 1- | Devam Dilekçesi (okuldan alınacaktır) |  |
|  |  |  | 2- | 4 adet vesikalık resim |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  | 20 Dakika |
|  | Kayıt Sildirme İşlemlerinin Yapılması |  |  | 1- | Ayrılış dilekçesinin doldurulması(okuldan alınacak) |  |
|  |  |  | 2- | Çocuğa ait özel eşyaların teslimi |  |
|  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  | 15 Dakika |
|  | Gelişim Raporu Hazırlanması |  |  | 1- | Talep edilmeden her dönem sonu idarece veliye verilir |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  | 15 Dakika |
|  | Katılım Belgesi Hazırlanması |  |  | 1- | 1 yıl devam eden öğrenciye verilir |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  | Veli Görüşmeleri |  |  |  |  | 1- | Görüşme Günü İçin Randevu Talebi |  |  |  |  |  | 20 dk |
| 11 |  | Aile Katılımı |  |  |  |  | 1- | Ebeven Katılım Formu |  |  |  |  |  | 50 Dakika (Bir Etkinlik Süresi) |
| 12 |  | Aile Eğitimi |  |  |  |  | 1- | Aile Eğitimi İhtiyaç Belirleme Formu |  |  |  |  |  | 40 Dakika |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Başvuru esnasında yukarıda belirtilen belgelerin dışında belge istenmesi, eksiksiz belge ile başvuru yapılmasına rağmen hizmetin belirtilen sürede tamamlanmaması veya yukarıdaki tabloda bazı hizmetlerin bulunmadığının tespiti durumunda ilk müracaat yerine yada ikinci müracaat yerine başvurunuz.İlk Müracaat Yeri : Halide Edip Adıvar Anaokulu İkinci Müracaat Yeri : Gaziosmanpaşa İlçe M.E.M İsim : Abdulkadir DURĞUN İsim : Fatih Mustafa TOPSAKALUnvan : Okul Müdürü Unvan : Gaziosmanpaşa İlçe Milli Eğitim MüdürüAdres :Halide Edip Adıvar Anaokulu Adres : Gaziosmanpaşa İlçe Milli Eğitim Müdürlüğü Karadeniz Mah. 1138/1 Sok. No 4 Gaziosmanpaşa/İSTANBUL Merkez Mahallesi, Çukurçeşme Cad. No.10 12 Kaymakamlık Binası 1.kat Gaziosmanpaşa/İstanbul  Telefon : (0212) 649 12 00 Telefon : (0212) 418 44 02E-Posta : 967030@meb.k12.tr E-Posta :   |