



# Guide to Enrolment

**The enrolment period is from 16 December 2024 to 19 January 2025  
(both days included)**

You can enrol your child from any computer that has access to the internet at <https://teaf.tabulex.net/Webindskrivning> or on [silkeborg.dk/skoleindskrivning](http://silkeborg.dk/skoleindskrivning)

1. Log in using MitID/NemID, so you can see the name of your child. If you need to enrol more than one child, choose one child first. You will then be able to enrol the second child.
2. Complete the fields that appear on the screen.
3. Finally, you will receive a confirmation, stating that you have enrolled your child. You can either print the confirmation or save it on your computer.
4. After the digital enrolment, you will also be able to register your child for the school's after-school centre via a link to [www.borneplads.silkeborgkommune.dk](http://www.borneplads.silkeborgkommune.dk). This page will provide you with instructions.

You can change the information by logging in again during the enrolment period.

## **You can get help with digital enrolment by phoning– also in the evening**

From Monday to Thursday from 8.00 am to 8.00 pm, on Friday from 8.00 am to 4.00 pm, and on Sunday from 4.00 to 8.00 pm, you can call the digital hotline at 7020 0000. They can answer any questions about the digital mailbox, MitID/NemID, the self-service solution etc.

## **FYI...**

- Only parents with custody can enrol the child in the school.
- You cannot use a business NemID.

## **For parents of children who recently arrived**

If your child has been in Denmark for a short time, and there are doubts as to whether your child should start reception class, do not enrol your child in the district school. By the end of April, you will be notified of where your child will start school.

## **How to order your MitID**

You can order MitID for free on [www.mitid.dk](http://www.mitid.dk)

You can also get MitID by contacting Borgerservice at the Town Hall, Søvej 1, Silkeborg. Book an appointment by calling 89 70 20 15 or on [silkeborg.dk](http://silkeborg.dk). Only the person applying for MitID should come to Borgerservice. REMEMBER to bring your passport or driver's licence. There may be waiting time for MitID, so be sure to order it well in advance.