Guide to the Education System in Galicia

XUNTA DE GALICIA
PRESENTATION ............................................ 6
STUDENT ADMISSION AND ENROLMENT PROCESS ................................. 9
THE EDUCATION SYSTEM IN GALICIA ........................................ 11
  Pre-school education ........................................ 12
  Primary school ........................................ 12
  Compulsory secondary education (ESO) ..................... 13
  Post-compulsory secondary education ..................... 14
  Bacharelato (last two years of secondary school) ............ 14
  Vocational school ........................................ 15
  Adult education ........................................ 16
  Special studies ........................................ 16
THE SCHOOLS AND THEIR ORGANIZATION ....................................... 18
  TYPES OF SCHOOLS ........................................ 18
  ORGANIZATION ........................................ 18
  A POSITIVE SCHOOL ENVIRONMENT ......................... 20
PAYING ATTENTION TO DIVERSITY ........................................ 24
  HOW TO ATTEND TO STUDENTS’ NEEDS ......................... 24
    Educational reinforcement ................................ 25
    Educational support ...................................... 25
    Individualized adaptation of the curriculum ............. 25
    Specific group placement ................................ 25
    Flexible enrolment ..................................... 26
    Curriculum diversification program ................. 26
  SPECIFIC ATTENTION TO STUDENTS FROM FOREIGN COUNTRIES ............. 28
SUPPLEMENTARY SERVICES ........................................ 29
  School lunch program .................................. 29
  School transport service ................................ 29
  School library ........................................ 29
  Free text books ........................................ 30
  Extracurricular activities ................................ 30
  Grants and aid ........................................ 30
VALIDATION OF STUDIES ........................................ 32
ADDRESSES AND TELEPHONE NUMBERS OF INTEREST: ......................... 33
  AUTONOMOUS COMMUNITY ........................................ 33
    Local Ministry Of Education And University Planning .......... 33
    General Secretariat For Emigration ...................... 33
  PROVINCE ........................................ 34
    Province of A Coruña .................................. 34
    Province of Lugo ..................................... 34
    Province of Ourense .................................. 35
    Province of Pontevedra ................................ 35
  TOWN OR CITY ........................................ 37
  PROVINCIAL GOVERNMENT OFFICES .......................... 39
  ASSOCIATIONS AND OTHER ORGANIZATIONS OF INTEREST .................... 39
  ADULT EDUCATION CENTRES .................................. 40
THE AUTONOMOUS COMMUNITY OF GALICIA ..................................... 42
  THE POPULATION ........................................ 42
  THE POLITICAL ORGANIZATION .................................. 43

Index
The social reality of Galicia is in the process of transformation, bringing with it sweeping changes in the current situation of education in our schools. One of the most outstanding changes is the increasing diversity in the student body attending these schools - diversity of interests, diversity of motivations, diversity of abilities and cultural diversity as well. As a mirror of the society to which they belong, our schools are becoming more and more multicultural.

This diversity of cultural origins is an important educational challenge, but it also offers new opportunities for the education of the citizens of the future. It will help them develop the skills they will need to fulfil themselves as members of an ever-changing, complex society. In this way, they will be able to open up channels that promote cultural relations and exchange, placing greater emphasis on the common elements and on instilling the values that will help people live together in harmony.

The Local Ministry of Education and University Planning is aware of the need to help the students in our community fit into our education system. Along this line of action, one of our priorities is to try and minimize the difficulties that may be encountered by both the students and their parents during the enrolment process.

In this respect, another important point to highlight is our effort to favour the coordination and collaboration between the different public administrations managed by the General Secretariat for Emigration through the actions and programs of this department aimed at the reception of foreigners, in particular through the Framework of cooperation for the management of the fund to support the reception and integration of immigrants and to strengthen education.
In response to the concern expressed by these two institutions, this publication aims to help guarantee and facilitate the exercise of all people’s right to education and to fulfil the obligation of enrolment in compulsory education by providing information -not exhaustive but complete- of the characteristics of our education system. The goal is to allow newly enrolled foreign students to come into contact with the reality of the school environment, thus enabling them to adapt more easily to the school system of the Galician community.

A special effort has been made to keep the language as simple as possible, trying to avoid complicated terminology. This publication will be supplemented by other, abridged versions to be published in the most commonly used languages in our community. You can also log onto the educational portal www.edu.xunta.es in these languages. Also included is a basic communication guide, available in the above languages, whose purpose is to facilitate the initial communication between the school and the families, in cases where the latter are not familiar with the languages of the community.

We hope that these publications will be useful and serve to help construct a space to promote relations between all the cultures that share a common ground and that each and everyone of us will do our part to build the Galicia of the future.
STUDENT ADMISSION AND ENROLMENT PROCESS

Every student is entitled to a school place, free of charge, in the compulsory education program and in the second cycle of pre-school education (3-6 years of age). Parents have the right to choose a school from among the available schools subsidized with public funds.

An official application form, available free of charge at all the schools, must be filled out to request admission to a school. Applications for admission are accepted every year from March 1st to 31st.

If the school receives more applications than available places, the following admission criteria will have priority:

- brothers and sisters enrolled at the school
- proximity of the school to the family residence or to the mother's or father's place of work
- family income
- disability of the student, his or her mother, father, legal guardian, brother or sister
- large family status
- academic record (only in last two years of secondary school)

Students who do not have a place in the school they requested as first choice, will be assigned a place in another school by the education commission.

Once the student has been admitted to a school, it is not necessary to renew the application every school year.

The enrolment period will be:

- from June 20th-30th for pre-school and primary school students
- from June 25th-July 10th for compulsory secondary education and the last two years of secondary school
- special enrolment from September 1st-10th for compulsory secondary education and the bacharelato (last two years of secondary school)

This is the general rule which refers to the customary admission and enrolment process. In the event of late enrolment in a school, owing to the student having moved from another country or for any other reason, he or she will be entitled to a school place, free of charge and his or her family will be obliged to send the student to school as soon as possible. To exercise this right, they should contact the school closest to their home.
In Galicia, like in all of Spain, education is the right and the duty of all children, regardless of their origin.

Education is compulsory until the age of 16, which is the minimum age the child must have to be able to work. After this point in time, each student may choose to continue his or her studies or to start work, provided that he or she fulfils the other administrative requirements.

Compulsory education is free in public schools. In the private schools partially subsidized with public funds, free schooling will only be available in schools that have an agreement with the Local Ministry of Education and University Planning.

**STRUCTURE OF THE EDUCATION SYSTEM**

The education system is regulated by the *Organic Law of Education 2/2006 of May 3rd 2006*. This law went into effect in the 2007/2008 school year.

**Basic education** is made up of primary school and compulsory secondary education (ESO), for students from 6 to 16 years of age. Prior to these grades the student may be enrolled in a pre-school program and after these grades, he or she may complete the following: bacharelato, vocational training, special programs (languages, art, sports), adult education or university education, provided that the student meets the requirements established for said programs.
Pre-school education

This stage covers children until the age of 6. It is non-compulsory and its purpose is to promote the physical, emotional, social and intellectual development of boys and girls.

This stage is divided into two parts:

0 - 3 years of age

All boys and girls under the age of 3, residing in Galicia, may apply for a place in a public nursery school or a school that is subsidized with public funds.

These schools are non-compulsory and families may apply for financial aid for enrolment.

The best way to apply for a place at any of these schools is to go to the school you have selected and request information about deadlines and the necessary documentation. All applications will be evaluated on the basis of the family or household’s financial, work and social situation.

3 - 6 years of age

This second cycle of nursery school is also non-compulsory. It is free in public schools and in the private schools which are partially subsidized under an agreement with the Local Ministry of Education and University Planning.

Primary school

This stage goes from the ages of 6 to 12 and consists of six grades. Primary school is compulsory and free in both the public schools and the partially subsidized private schools.

This stage is divided into three cycles of two grades each. The goal of this educational stage is to provide students with a common education which will allow them to acquire basic cultural knowledge, learn oral, reading and writing skills, do arithmetic calculations and gradually learn to carry out independent actions in their environment.

This stage is structured into areas of a global and integrated nature.

Students may remain in primary school for an additional year if necessary.

Transport and meals are free. All students attending school may apply for the school lunch program and in the event that the number of applicants is greater than the number of available places, the school board will be responsible for the selection and admission of students.
Compulsory secondary education (ESO).

This stage goes from the ages of 12 to 16. It is imparted free of charge in the secondary schools (IES) and in the integrated public schools (CPI), as well as in the partially subsidized private schools that have an agreement with the Local Ministry of Education and University Planning to offer these grades.

The fundamental goals of this educational stage are: to provide the students with the basic elements of culture, instruct them so that they will be able to assume their responsibilities and exercise their rights and prepare them to start their work life or post-compulsory education.

This stage is divided into four grades. Each academic year has required subjects and electives (chosen from several options). As a general rule, the student will have to repeat a grade if he or she fails three or more subjects.

When a student has not been promoted, he or she will remain in the same grade for one more year. The student may repeat each grade once, but may only repeat a maximum of two grades during the entire stage. Students who successfully complete the stage will be awarded the secondary education certificate, which will allow them to go on to vocational school (intermediate level), bacharelato, vocational training (intermediate level) in the plastic arts and design and vocational training (intermediate level) in sports studies or they may start work, provided that they fulfil all the administrative requirements.

Students who are not awarded the secondary education certificate will receive an enrolment certificate, which verifies the grades the student has completed. If the student should so desire, he or she may resume his or her studies through adult education courses or enrol in an initial qualification program (PCPI) that will allow him or her access to vocational training or to find employment, provided that he or she fulfils all the administrative requirements.
Post-compulsory secondary education

This stage begins at the age of 16 except in cases where the student has repeated a grade in primary school or in compulsory secondary education (ESO).

After completing ESO, the student will be faced with either of two situations:

1. He or she has been awarded the secondary education certificate. He or she may continue his or her studies in the bacharelato, vocational school (intermediate level), vocational training (intermediate level) in the plastic arts and design and vocational training (intermediate level) in sports studies.
2. He or she has not been awarded the secondary education certificate. In this case, the student may continue his or her training in the Initial Qualification Programs. After finishing these programs, he or she may receive the secondary education certificate or start vocational school, (intermediate level) after passing an entrance exam.

Students who find themselves in either of the two cases above may also choose to start work, provided that they fulfil all the administrative requirements, since he or she will have reached the minimum legal age required to get a job (16).

Bacharelato (last two years of secondary school).

The student must have the secondary education certificate to enter this stage. The purpose of this educational stage is: to instruct the student, foment maturity on an intellectual level and as a human being, provide the student with knowledge and skills that will allow him or her to develop social functions and to start work as a responsible and competent person. This stage also prepares the student to go on to higher education provided that he or she fulfils all the administrative requirements.

This stage consists of two grades and the student may choose one of three different branches:
- Arts
- Science and technology
- Humanities and social sciences

The student may remain in these two grades for a maximum of four school years.

Once the student has completed the bacharelato in any one of the branches offered, he or she will be awarded the secondary or high school diploma. To graduate and receive this diploma, the student must pass all the subjects in the two grades corresponding to the branch chosen.
After being awarded this diploma and having passed the college entrance exam, the student will be assessed to determine his or her academic maturity and the knowledge he or she has acquired, as well as his or her possibilities for success at the university, provided that he or she fulfils the administrative requirements needed to be accepted to an institution of higher education. With this diploma, the student may also start vocational training (upper level).

**Vocational school**

The purpose of these schools is to prepare students to carry out an activity in a professional field and to provide them with skills that will help them to adapt to the changing situations that may arise over the course of their careers and to foster their personal development.

This educational stage comprises several vocational courses belonging to different professional areas. They are structured into modules of varying duration and include different theoretical and practical courses depending on the professional field.

These courses may be accessed in different ways:

- **Direct access with a diploma:**
  Certificate of secondary education to access the intermediate level vocational courses and the secondary or high school diploma (bacharelato) for the upper level. Any student presenting a diploma received in a foreign country must submit a conditional registration form that will allow him or her to enrol in the vocational school on a provisional basis, pending the final decision of the Ministry of Education and Science (MEC).

- **Entrance Exam:**
  Applicants must be 17 years old or over to enter the intermediate level and 19 years old or over to enter the upper level (18 if he or she has a technical diploma).
Students who successfully complete the intermediate level vocational training will be awarded a technical diploma in the professional area studied. This diploma will allow the student direct access to the bacharelato. Students who successfully complete the upper level vocational training will receive an upper level technical diploma. This diploma will allow the student direct access to some of the university majors.

More information is available online at: www.edu.xunta.es/fp

**Adult education**

Anyone 18 years old or over may choose from a range of educational possibilities that will allow them to acquire, update or complete their knowledge and skills to be able to develop on a personal and professional level. Anyone over the age of 16 may also have access to these studies if they have a work contract or if they are outstanding athletes.

These courses may be attended by the students or taken in the form of distance learning. After completing these studies, students will be able to obtain the secondary education certificate or the secondary or high school diploma. The technical vocational diploma, intermediate or upper level, can only be obtained by attending classes.

Adult education centres offer other types of courses as well. As an example there are courses for immigrants who want to learn to read and write in Spanish and Galician; secondary compulsory education (ESO) or bacharelato for adults; Mentor Classes; social and cultural educational activities, activities for personal development and community awareness; courses to improve reading skills to help people pass the written part of the driving test; computers for beginners and basic school leaving certificate for adults levels I and II.

Lastly, it is important to note that every year the Official Gazette of Galicia publishes an announcement for aid to non-profit organizations and town councils that present programs offering training and reading courses for adults.

**Special studies**

This area comprises the following:
- Art studies: music, dance, dramatic art, plastic arts and design.
- Language studies: these studies may be carried out at the official language schools.
- Sports studies: To apply for these studies, the student must have the certificate of secondary education for the intermediate level and the secondary school diploma or sports diploma (successful completion of the intermediate level), for the upper level.
THE SCHOOLS AND THEIR ORGANIZATION

TYPES OF SCHOOLS

Schools are classified into the following types:

- **Public**
  These schools are run by the public Administration and all of the classes given are free of charge.

- **Private**
  In these schools classes are not free of charge.

- **Partially subsidized schools**
  These are private schools. They are free of charge for the grades for which there is an agreement with the public administration, generally in primary school and/or compulsory secondary education (ESO).

ORGANIZATION

The teaching staff of the educational institutions carry out a number of different tasks. The structure and the different functions are listed below:

- **The administration, the school’s executive body, is made up of:**
  The principal: the person having the maximum authority and responsibility for the organization and management of the school.
  Director of studies: the person in charge of coordinating the lessons and academic matters related to the student body as well as discipline.
  Secretary: the person in charge of administrative and economic matters.

- **Course tutor:**
  The teacher responsible for each group of students. The tutor is an essential figure in the relationship between the school and the families, since he or she is their most immediate contact. The tutor’s functions are as follows:
► Provide the families with all the information regarding the school calendar, timetables and activities.
► Inform the teachers of the group and the families about the students’ academic performance.
► Check the students' absentee or tardiness record.
► Facilitate the integration of the students into their group/class.
► Coordinate student evaluation processes and make decisions on the promotion of students.

It is very important for the relationship and communication between the tutor and the students' families to be smooth and free-flowing with regard to the personal and academic evolution of the students. If you have any questions about anything that has to do with your son or daughter, don’t hesitate to discuss your concerns with his or her tutor.

◆ Teaching staff:
The teachers who impart classes to the same group of students, coordinated by the pertinent course tutor.

◆ The Guidance Department:
The Guidance Department carries out its tasks in the areas of academic and professional guidance, tutorship and supports the teaching/learning process. It is involved with the teachers, the students and their families. Families may contact the school guidance counsellor for the following:
► Request information on how the school meets the student's educational needs.
► Receive the necessary support during the decisive moments of the student’s school career (entering the school system, change of cycle or stage, choosing elective subjects, completion of compulsory education, etc.)
► Request information on academic and professional opportunities.
► Facilitate the collaboration and coordination between the school, the family and other outside services.

◆ Faculty governing body:
It comprises all the teachers and it is the body through which they participate in the school government. It is in charge of planning, coordinating, informing and making decisions related to teaching.
The School Board:
It is one of the school’s governing bodies and its members comprise the whole education community - teachers, mothers and fathers, students (12 years of age and over), service personnel and a representative from the town council.

Parents’ Associations (ANPAS):
They represent the channels through which families can participate in issues of general interest to the school. Their concerns are presented to the School Board by the representatives of the parents’ association. These associations foster collaboration between the families and the school to ensure the smooth running of the school. They organize a number of different activities for both the students and their families. It is important for parents to join these kinds of associations, so that they will be able to take part in the education of their children.

A POSITIVE SCHOOL ENVIRONMENT

The smooth running of educational institutions is grounded on respect and a positive relationship between all the members of the educational community. To create an enriching environment in which everyone can live in harmony, the following aspects should be made clear:

- **Daily class attendance** is necessary and compulsory from 6 to 16 years of age. Every week classes begin on Monday and end on Friday.

- Students must arrive punctually every day. If, for whatever reason, a student is unable to attend class, he or she must present an excuse to justify absence or tardiness.

- In Galicia preschool, primary school and compulsory secondary education start in September and school ends at the end of June.

- **School holidays**:  
  - A few days before December 25th, a national holiday, until the second week of January, schools are closed for the Christmas break.  
  - In February we celebrate Mardi Gras which lasts two or three days.  
  - In the month of March or April, schools close for approximately seven days for Easter.
Schools are closed on the following national or local (Autonomous Community of Galicia) holidays:

- October 12th: National Holiday
- November 1st: All Saints’ Day
- December 6th: Day of the Spanish Constitution
- December 8th: The Immaculate Conception
- May 1st: Labour Day
- May 17th: Galician Arts Day in the Autonomous Community of Galicia

In addition, every town has two local holidays, which vary from town to town. School is also closed on these holidays.

Make sure your son/daughter has the required school supplies as soon as possible and teach him/her to take good care of them.

Personal hygiene is extremely important and the family must take special care to teach their children to practise proper hygiene.

Make sure your sons and daughters understand the importance of taking care of the school and the material used daily. They should be taught to value them as a common asset that is paid for by all citizens, including you.

Schools aim to be centres that are open to participation. So please feel free to pay a visit to the school whenever you feel the need. In his or her weekly schedule, the course tutor leaves one hour free for parents’ visits.

Every three months, coinciding with exams, the school sends out report cards to the families. The purpose of these reports is to inform parents of the child’s progress or the difficulties he or she may be having. They serve as a channel of communication between the families and the teachers.
Students in preschool, primary school and compulsory secondary education will not be allowed to leave the school grounds, unless they have permission from the principal, which must be previously and expressly authorized by the family or legal guardian. The child must be accompanied by an adult with the above-mentioned authorization. When possible, please notify the child’s tutor in advance, if he or she must leave the school grounds.

To achieve a harmonious environment, it is important that you follow these indications and respect the rules, organization and operation of the school, as well as the people working there.

All schools have a document listing the rules for harmonious coexistence and possible sanctions if they are not obeyed. Both the students and the families have the right and the obligation to familiarize themselves with this document.
PAYING ATTENTION TO DIVERSITY

HOW TO ATTEND TO STUDENTS’ NEEDS

Owing to his or her individual characteristics or personal circumstances, any student may, at any given point in his or her school career, have specific educational support needs, which must be met in keeping with the legal measures laid down to this effect:

- *Educational reinforcement*
- *Educational support*
- *Individualized adaptation of the curriculum*
- *Specific group placement*
- *Flexible enrolment*
- *Curriculum diversification program*
**Educational reinforcement**

- These are ordinary measures adopted by the teaching staff of the area or subject in which the student is having trouble.
- This measure earmarks students who present some kind of learning difficulty over the course of their school career.
- The course tutor is responsible for informing the families.

**Educational support**

- In this measure the therapeutic pedagogy specialist is called in, to work either inside or outside the classroom, to help students with difficulties at school.
- This measure is aimed at students who present some kind of learning difficulty over the course of their school career. The decision to refer a student to this type of therapy is based on the criteria of the educational team after they have conducted a psychopedagogical evaluation of the student.
- The course tutor is responsible for informing the families.

**Individualized adaptation of the curriculum**

- This is an unusual measure that consists of changing one or more parts of the curriculum (objectives, contents or evaluation criteria) and adapting them to the educational needs of the student who is experiencing learning difficulties or who has exceptional abilities. The purpose of this measure is to optimize the development of the student's skills.
- This measure is aimed at the student, who, after undergoing a psychopedagogical evaluation, is found to be lagging far behind in terms of the curriculum and is having trouble learning. On the other end of the scale, it targets students who are exceptionally gifted and these special abilities prevent them from following the normal course of studies.
- Families must be informed. As this is an exceptional measure, it requires the authorization of the school inspection authorities. This measure is included in the student's academic record and enrolment book.

**Specific group placement**

- These are flexible groups created on a temporary basis, to support students with learning difficulties in fundamental areas (mathematics, Galician or Spanish) or in the areas of natural science and social science. In these subject areas, the class
is divided into groups so that the teacher will be able to give more individualized attention to those students who need it most.
- This measure is aimed at students in the 1st and 2nd year of ESO, who, based on the criteria of the educational team, are having difficulty learning.
- Families must be informed.

**Flexible enrolment**

- This is a measure that consists of changing, where deemed necessary, the duration of the enrolment period during the different stages of the student’s education.
- It is designed for students who have special needs for educational support owing to their great intellectual capacity or to any kind of disability or serious behaviour disorders.
- For this measure to be applied, it is necessary to have the authorization of the Local Ministry of Education and University Planning.

**Curriculum diversification program**

- This is a special measure designed to give the students who access the program the opportunity to earn the secondary education certificate, through a methodology program content that is tailored to their needs.
- These programs are organized around two areas: socio-linguistic and scientific. The program can last from one to two years.
- This program is aimed at students who are already 16 or will turn 16 during the year the program begins, who exhibit learning difficulties, and who have already received help under other programs of attention to diversity, and who, in the opinion of the teachers, have good prospects of earning the certificate with this method.
- Families must be informed.
SPECIFIC ATTENTION TO STUDENTS FROM FOREIGN COUNTRIES

The arrival of students from foreign countries and their families is having an important impact on the evolution of diversity in our school population. The regulations currently in effect include specific measures to attend to foreign students who enter our school system. The ultimate goal is to normalize their situation at school as soon as possible.

Students must enrol in a school as soon as they arrive in Galicia. They do not have to wait until the next school year begins.

Students between the age of 3 and the limit of compulsory education are considered to require special attention if they present any one of the following situations:

- They do not speak either of the official languages of the Autonomous Community, Galician or Spanish.
- They are two or more years behind the grade they should be in according to age.
- They have difficulties adapting to the school environment.

The needs of each student will be determined after carrying out the initial evaluation upon enrolment. Oftentimes students from foreign countries only need a little time to adapt to the new situation.

Each school must include in its guidance action plan, actions specifically designed for students from foreign countries. These actions should include a program for the reception of these students as well as follow-up and support measures to ensure his or her integration in the school.
SUPPLEMENTARY SERVICES

Our education system offers supplementary services to meet the students’ needs:

**School lunch program**

In addition to being considered an important factor by the school Administration in terms of promoting enrolment, the school lunch program also plays an essential role in nutrition education.

In this way, besides fulfilling the basic function of providing a healthy diet and good nutrition, the school lunch program is part of the everyday activity and organization -at the pre-school (second cycle), primary school and compulsory secondary education level- of all the public schools that offer this lunch service. These programs attend to students who require special diets and respect the dietary habits of groups from different cultures.

**School transport service**

School transport means transporting the student from the place where he or she officially resides to the school in which he or she is enrolled.

School transport is managed by the Xunta de Galicia and is carried out in authorized vehicles. This service is available to students who are in pre-school (second cycle), primary school and compulsory secondary education. A bus attendant is on the school bus at all times.

The public schools offer this service free of charge.

**School library**

The school library is an educational space of utmost importance in the learning and teaching process. It offers the faculty, students and families a wide variety of resources needed for the development of this educational process.
It is a resource that is absolutely essential in fighting inequality, since the library is a place that allows equal access to culture and information, the arts, leisure activities, and consequently, serves to educate people. Some of its most important goals are as follows:

- Disseminate, throughout the school community, the different documentary supports, books, dictionaries, encyclopaedias, magazines and journals, computer programs...
- Offer a loan service of its collection of documentaries.
- Encourage reading.
- Promote independent learning, teaching users how to access and manage information.

**Extracurricular activities**

These programs are carried out at the schools after school hours. There is a wide variety of possibilities that differ depending on the school, including sports, music, theatre and games.

**Grants and aid**

Both the Ministry of Education and Science (MEC) and the Xunta de Galicia offer grants and financial aid to students. All students from foreign countries are entitled to apply for them, regardless of the administrative situation of their families in Spain.
VALIDATION OF STUDIES

Validation of studies is not needed to enter pre-school, primary school, or compulsory secondary education.

It is, however, necessary to validate the grades you completed in the country of your former residence to enter postcompulsory secondary education and higher education.

This validation record or homologation of studies must be requested by the interested party, by filling out an official application that should be presented at one of the following offices:

- Subdelegation of the Government at the Provincial Directorate of the Ministry or the Functional Area of the Education Inspection Department of the Delegation of the Government in the province or Autonomous Community where the interested party will take up residence.
- Local registry offices of the Ministry of Education and Science or the General Registry.
- Local Ministry of Education of the Spanish Embassy or at the Consular Office corresponding to the place of residence of the interested party, in the case of Spanish citizens residing abroad.
ADDRESSES AND TELEPHONE NUMBERS
OF INTEREST:

AUTONOMOUS COMMUNITY

Local Ministry Of Education and University Planning

Edificio administrativo de San Caetano s/n
15781 Santiago de Compostela
Telephone: 981 544400 / 981 544376

The Local Ministry of Education and University Planning has an educational portal online www.edu.xunta.es where, under the FAMILIES section, you can find basic information, legislation, links of interest, news, documents, material, aid, school calendar, training, activities, etc.

The Ministry also has offices in every province. The regional offices of the Ministry of Education are where all matters related to education are handled and resolved: economic management, teaching staff, school transport, grants, diplomas, inspection and guidance...

The President’s Office of the Xunta de Galicia has a special agency that deals specifically with issues related to the population from foreign countries.

General Secretariat For Emigration

Presidencia da Xunta de Galicia
Os Basquiños, 2 · 15704 Santiago de Compostela
Telephone: 981 547 297
Website: http://galiciaaberta.xunta.es

Also available to the entire community is an OFFICE OF THE SPANISH GOVERNMENT IN THE AUTONOMOUS COMMUNITY located at the following address:

Praza de Ourense, 11 · 15071 A Coruña
Telephone 981 989 000
Province of A Coruña

If you live in the province of A Coruña, the following addresses may be helpful:

Departamento Territorial da Consellería de Educación e Ordenación Universitaria
Praza Luís Seoane, s/n
15008 A Coruña
Teléfono: 981 184701

Subdelegation of the Government in A Coruña
Avenida da Mariña, 23
15001 A Coruña
Telephone 981 989 300

Office for Foreigners
R/ Real, 53 - baixo
15071 A Coruña
Telephone: 981 989 327

University of Santiago de Compostela
Department of Galician Language Courses for Foreigners. Instituto da Lingua Galega
Praza da Universidade, 4
15782 Santiago de Compostela
Telephone: 981 563 100 Ext.12811
Website: www.usc.es (under the section Institutes and Research Centres)

Province of Lugo

If you live in the province of Lugo, the following addresses may be helpful:

Departamento Territorial da Consellería de Educación e Ordenación Universitaria
Ronda da Muralla, 70
27071 Lugo
Teléfono: 982 294211

Subdelegation of the Government in Lugo
Rúa Armanyá, 10
27001 Lugo
Telephone: 982 759 000

Office for Foreigners
R/ Río Neira, 19-21
27002 Lugo
Telephone: 982 759 079
**Province of Ourense**

If you live in the province of Ourense, the following addresses may be helpful:

- **Departamento Territorial da Consellería de Educación e Ordenación Universitaria**
  Rúa Concello, 11
  32003 Ourense
  Teléfono: 988 386660

- **Subdelegation of the Government in Ourense**
  Parque de Sán Lázaro, 1
  32003 Ourense
  Telephone: 988 759 136

- **Office for Foreigners**
  Parque de San Lázaro, 1
  32003 Ourense
  Telephone: 988 759 117/82/20

---

**Province of Pontevedra**

If you live in the province of Pontevedra the following addresses may be helpful:

- **Departamento Territorial da Consellería de Educación e Ordenación Universitaria**
  R/ Fernández Ladreda, 43 - 7º e 8º
  36003 Pontevedra
  Teléfono: 986 805960

- **Subdelegation of the Government in Pontevedra**
  Praza de España, s/n
  36002 Pontevedra
  Telephone: 986 989 000

- **Office for Foreigners**
  Praza de España, s/n
  36002 Pontevedra
  Telephone: 986 989 250

- **Department for Foreigners in Vigo**
  Avda. Cánovas del Castillo, 18
  36202 Vigo
  Telephone: 986 222 477

- **Provincial Government of Pontevedra**
  Avd. Montero Ríos s/n 36071 Pontevedra
  Telephone: 986 804 124
  Website: www.depontevedra.es
  www.migrantes.depontevedra.es

- **University of Vigo**
  Galician Language Courses
  Área de Normalización Lingüística
  Rúa Oporto 1 Vigo
  Telephone: 986 813 574
  Website: www.uvigo.es
  (under the section Areas and offices)

- **Spanish Language Courses**
  Centro das linguas
  Campus Universitario 36310 Vigo
  Telephone: 986 812 250
  Website: www.uvigo.es/areas/centrolinguas/index.es.htm
TOWN OR CITY

The town and city councils should be the first reference point for anyone who needs help or advice. All town and city councils offer the following services that may be of special help:

- **Social Services**
  Every town or city council has a social worker who is the person in charge of attending to the social demands of the community (filing for financial aid, grants, family education programs, assessment, attending to senior citizens...)

  Ask for the social worker at your local town council. He or she is the one in charge of taking the initial steps in the assessment of immigrant persons, required to apply for financial aid.

- **Youth information offices**
  These offices, located in the town hall, are reference points for young people. Here they can find information and request assessment on studies, grants, financial aid, leisure and free-time activities, job offers, how to apply for the Carné Xove (Youth card), etc.

- **Services for people from foreign countries**
  This service is not available in all the town councils, but many have already implemented specific plans to attend to the population from other countries. In this service there are people in charge of assessing the foreign population and working with them directly. These plans have different programs of action.

  Among the councils that offer these services are the seven largest city councils of Galicia and the Consorcio das Mariñas by virtue of the agreements signed with the General Secretariat for Emigration.
A Coruña City Council
Antiguo Centro Cívico Sagrada Familia.
Pza. Nta. Sra., s/n
15001 A Coruña
Telephone: 981 189 867
Website: www.coruna.es

Lugo City Council
Centro social Uxío Novoneyra
Quiroga Ballesteros 1ª, 2ª planta
27001 Lugo
Telephone: 982 218 750
Website: www.lugo.es

Ourense City Council
Bispo Carrascosa nº 14
32005 Ourense
Telephone: 988 388 155
Website: www.ourense.es

Pontevedra City Council
Jofre de Tenorio nº 1.
Chalé de Fontoira
36071 Pontevedra
Telephone: 986 841 923
Website: www.pontevedra.eu

Santiago de Compostela City Council
Pza. Camilo Díaz Baliño nº 15 baixo
15705 Santiago de Compostela
Telephone: 981 542 495
Website: www.santiagodecompostela.org

Vigo City Council
R/ Elduayen nº 36 1º soto
36202 Vigo
Telephone: 986 442 356
Website: www.vigo.org

Ferrol City Council
Praza de Armas
15402 Ferrol
Telephone: 981 944 000
Website: www.ferrol-concello.es

Consorcio As Mariñas
Lugar de Bos. Naves O Carballal nº 4
15640 Guísamo, Bergondo
Telephone: 981 784 704
Website: www.consorcioam.org
PROVINCIAL GOVERNMENT OFFICES

These are public institutions found in each of the four provinces of Galicia. They offer services that include specific action programs and resources aimed at the immigrant population and returning emigrants.

ASSOCIATIONS AND OTHER ORGANIZATIONS OF INTEREST

The Red Cross
Cruz Roja Española, 1
15002 A Coruña
Telephone: 981 206 386
Website: www.cruzvermella.org

The Red Cross has offices in every province and local chapters in many cities.

The Galician Emigration Foundation
Campo do Forno, 1 baixo
15703 Santiago de Compostela
Telephone: 981 957 353
Website: www.fundaciongaliciaemigracion.es

Associations and organizations that work with the foreign population are listed on the website of the General Secretariat for Emigration. www.galiciaaberta.com
ADULT EDUCATION CENTRES

These are centres for the education of adults. Classes are given free and are aimed at people over 18 years of age, who, for whatever reason, have not received the diploma of basic studies.

These courses allow them to acquire, broaden or update their studies.

A CORUÑA
EPA Eduardo Pondal (A Coruña) 981 249 010
IES San Clemente (Santiago de Compostela) 981 580 496
EPA Sta. Mª de Caranza (Ferrol) 981 371 794

LUGO
EPA de Albeiros (Lugo) 982 211 751

OURENSE
EPA de Ourense 988 243 834

PONTEVEDRA
EPA de Barcelos (Pontevedra) 986 861 586
EPA Artes e Oficios de Vigo 986 225 579

In addition to the above centres, specifically aimed at the education of adults, in our community there are approximately 100 secondary schools that offer courses for adults in different areas.
THE AUTONOMOUS COMMUNITY OF GALICIA

- Spain is made up of seventeen autonomous communities, as established under the Constitution of 1978. Galicia is one of these communities.

- Situated in the north-western corner of Spain, it is bounded by the Cantabrian Sea to the north; by the autonomous communities of Asturias and Castile-León (provinces of León and Zamora) to the east; by Portugal to the south and by the Atlantic Ocean to the west.

- This community has a surface area of some 29,575 km² and is composed of four provinces: A Coruña, Lugo, Ourense and Pontevedra.

- It has a temperate climate with only slight variations in temperature. The weather is never too cold or too warm.

THE POPULATION

- Galicia has a population of 2,772,533 inhabitants, with a population density of 93.4 inhabitants/km².

- The population is concentrated, to a great extent, on the coast, particularly in the provinces of A Coruña and Pontevedra.

- Its major cities are: Vigo, A Coruña, Ourense, Santiago, Lugo, Ferrol and Pontevedra.

- Although Galicia was a community whose population emigrated in large numbers to other countries and other regions of Spain, today it has become a place that receives a substantial immigrant population as well as returning emigrants.
THE POLITICAL ORGANIZATION

- Galicia is a historic nation which has been an Autonomous Community of Spain since 1981.
- Galicia has self-governing institutions: the Parliament with legislative capacity and the Xunta de Galicia, which is in charge of the budgets and the management of the Community.
- The administrative capital of Galicia is Santiago de Compostela.
- Galicia has its own flag, coat of arms and anthem.
- The native language of Galicia is Galician. Galician and Spanish are the community’s two official languages.