

**Info sheet for parents and legal guardians:**  
**School book lending (Schulbuchausleihe),**  
**school transport (Schülerbeförderung ) and school lunches (SchulesSEN)**

**SCHOOL BOOKS (SCHULBÜCHER)**

Your child needs books for school. You can borrow these.

There are two types of lending:

1. **Free learning material (Lernmittelfreiheit):** If you have little money, borrowing is free. Your income must be below a certain limit.

You need to fill out a form. The form is called: Antrag auf Lernmittelfreiheit (Application for free learning material). You can get this from the school. Complete the form. Submit the form to the school or the Office for Schools and Sports by **March 15th**. It is imperative that you submit before the deadline. After that you can no longer submit an application. You can also fill out the application online. You need to submit a new application for each school year. You need to return the books at the end of the school year.

2. **Paid lending of materials (Entgeltliche Ausleihe):** If your income is above a certain limit, you need to pay money for the lending.

But that's only a relatively small amount. The books would cost more to buy. You have to register in an online portal. Please contact the school for more information. You can then order the books there. Often the deadline is in **May**. You have to order the books in the specified period. After that no more orders are possible. You have to make a new order for each school year. You have to return the books at the end of the school year.

If you return books, damaged late or not at all, you have to pay for them. You have to buy all other school materials, such as reading materials, calculators, pens and painting sets. These cannot be borrowed.

All information about school books and applying for them can be found here:  
<https://www.trier.de/bildung-wissenschaft/schulbildung/amt-fuer-schulen-und-sport/schulbuchausleihe/>



**Important**  
**Deadlines:**

Free lending of  
materials:  
**15. März**

Paid lending of  
materials  
**Mai**

## SCHOOL TRANSPORT (SCHÜLERBEFÖRDERUNG)

It is best for children to walk to school. Sometimes the way to school is too long. Then children can take the bus or train. Your child needs a ticket for this. You need to fill out an online form. The form is called: Antrag auf Übernahme von Fahrtkosten (Application for payment of travel expenses). You will then receive the tickets from the school. Your child must take good care of the tickets.

You do not have to fill out this application every school year. If you move or your child changes schools, a new application must be made.

All information on the subject of school transport (Schülerbeförderung) and the application can be found here: <https://www.trier.de/bildung-wissenschaft/schulbildung/amt-fuer-schulen-und-sport/schuelerbefoerderung/>



## SCHOOL LUNCH (SCHULESSEN)

If your child goes to an all-day school, they will have a warm lunch provided there. The food costs money. If you have little money, the food is free. For this you have to fill out a form. The form is called: Antrag auf Bildung und Teilhabe (Application for Education and Participation).

If your child receives benefits from the social welfare office or the youth welfare office, then you can submit the application there. If you receive money from the job center, you have to hand in a certificate there. You will receive this from the school. You must hand in a copy of the notification from the job center to the Office for Schools and Sports (Amt für Schulen und Sport).

If your child is not receiving any of these benefits and your income is below a certain limit, you can fill out another form. The form is called: Anspruch auf Teilnahme am Sozialfonds (Entitlement to participate in the social fund). The completed form is to be handed in at the Office for Schools and Sports (Amt für Schulen und Sport).

All information about school lunches (Schulessen) and the application forms can be found here: <https://www.trier.de/bildung-wissenschaft/schulbildung/amt-fuer-schulen-und-sport/schulessen/>



You can read more information on the topics mentioned at:

<https://www.trier.de/bildung-wissenschaft/schulbildung/amt-fuer-schulen-und-sport/>



If you have any questions, please feel free to contact us.

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You are welcome to make an appointment by phone or email.

Further general information and contact points can be found at: <https://www.integration-trier.de/>