

99088035012000

# Issue a school report

Heruntergeladen am 05.07.2025

<https://fimportal.de/xzufi-services/6020727-99088035012000/L100022>

Modul	Sachverhalt
Leistungsschlüssel	99088035012000
Leistungsbezeichnung I	Issue a school report
Leistungsbezeichnung II	Issue a school report
Typisierung	4 - Land: Regelung
Quellredaktion	Baden-Württemberg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	

Modul	Sachverhalt
Fachlich freigegeben durch	
Handlungsgrundlage	<p>Verordnung des Kultusministeriums über die Notenbildung (Notenbildungsverordnung)</p> <ul style="list-style-type: none"> <li>• § 3 Zeugnisse</li> </ul>
Teaser	As a rule, schools document pupils' achievements and any associated decisions (e.g. promotion decisions), qualifications and qualifications in half-yearly, annual, leaving, final and examination reports.
Volltext	As a rule, schools document pupils' achievements and any associated decisions (e.g. promotion decisions), qualifications and qualifications in half-yearly, annual, leaving, final and examination reports.
Erforderliche Unterlagen	none
Voraussetzungen	In order to receive a school certificate, regular attendance at a public school or a state-recognised alternative school with independent sponsorship (public school) is generally required.
Kosten	none
Verfahrensablauf	<p>Half-yearly, annual, final and examination certificates are issued automatically by the school; no application is required. This also applies to leaving certificates for pupils who have not passed the final examination and leave the school.</p> <p>Leaving certificates can also be issued upon request if a pupil leaves school early after completing compulsory schooling without having achieved the objective of the educational programme.</p> <p>Half-year reports are generally issued between 1 and 10 February, annual reports on one of the last seven teaching days. There may be different regulations for the issue of leaving, final and examination certificates. Leaving certificates are given the date of the last day of school.</p> <p>If a pupil is not present on the day the report card is issued due to leave of absence, illness or other reasons</p>

Modul	Sachverhalt
	for which he or she is not responsible, the report card must be sent to the parents or, if the pupil is of age, to the pupil in a sealed envelope.
Bearbeitungsdauer	
Frist	none
weiterführende Informationen	
Hinweise	none
Rechtsbehelf	Appeals can be lodged with the school against leaving, final and examination certificates.
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	