



Dirección General de Bilingüismo  
y Calidad de la Enseñanza

Comunidad  
de Madrid

CONSEJERÍA DE EDUCACIÓN  
Y JUVENTUD

Dear Language Assistant,

First and foremost, we'd like to welcome you to Madrid and to the Region of Madrid's Bilingual Program. We appreciate your interest in wanting to take part in our educational system and are looking forward to meeting you. We are very much aware of the fact that the present circumstances have, in some cases, made it challenging to travel to Madrid, which makes us even more pleased that you have chosen to join us.

As you know, throughout this week on-line orientation sessions have been taking place during which we've discussed a number of issues related to your arrival and incorporation to the schools you've been assigned to. Among other things, we reminded you of the documents you will be asked to turn in when you report to your school on the first day: letter of appointment, background check from your country, Spanish certificate of sexual offenses, the signed code of good practices, which can be downloaded from AuxMadrid, and proof of health insurance. We've been told that there is a considerable delay in the issuing of appointments to request the Spanish certificate of sexual offenses. If you haven't received it by the day your collaboration begins, be sure to print out the confirmation of your appointment date to show to the school principal.

The presentation has been posted on:

<https://comunidadbilingue.educa2.madrid.org/aux.conversacion>.

You will also be required to submit the negative results of a PCR test on your first day of school. If the results are positive, you must send a doctor's note to the school and call either a member of the administrative team or the bilingual coordinator immediately to inform them of your circumstances. You will not be allowed to start collaborating with your school until you receive the doctor's approval. Please follow his/her instructions and keep the school informed of your status.

Once you have the results of your PCR test, turn in the receipt to the school administrator and you will be reimbursed for **up to 85 euros**. If the test costs less, you will be reimbursed for the price of the test. If it costs more, you will have to pay for the remaining amount. Your PCR test must be done at a certified lab, no earlier than three days before the starting date on your letter of appointment (September 28th, if your collaboration starts on October 1st). If you haven't received the results by the day you are due at your school, be sure to let them know that this is the reason for your late arrival. It is essential that you follow the protocols established by both schools and Madrid health authorities.

Please don't hesitate to contact us through the AuxMadrid platform if you have any questions or for further details.