

REGULATION OF THE MAYOR OF BUKITTINGGI

NUMBER 13 OF 2021

ON

GUIDELINES FOR IMPLEMENTATION OF ADMISSIONS OF NEW STUDENTS  
TO KINDERGARTEN, ELEMENTARY SCHOOL  
AND JUNIOR HIGH SCHOOL

BY THE BLESSINGS OF ALMIGHTY GOD

MAYOR OF BUKITTINGGI,

- Considering :
- a. that every citizen has the right to obtain quality and equitable education as regulated in the Constitution of the Republic of Indonesia;
  - b. that based on the provisions of Article 36 of Regulation of the Municipality of Bukittinggi Number 6 of 2014 on Implementation of Education, the admission of students to the education unit is organized by the Local Government which will be further regulated by a Mayor Regulation;
  - c. that based on the provisions of Article 44 of Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 1 of 2021 on Admission of New Students to Kindergarten, Elementary Schools, Junior High Schools, Senior High Schools, and Vocational High Schools, the Local Government formulates and determines the Admissions Policy New Students (PPDB) by referring to the provisions in the said Ministerial Regulation;
  - d. that based on the considerations as referred to in point a, point b, and point c, it is necessary to issue a Mayor Regulation on Guidelines for Implementation of Admissions of New Students to Kindergarten, Elementary School, and Junior High School;

- Observing : 1. Law Number 9 of 1956 on Establishment of Autonomous

- Regions for Big Cities within the Province of Central Sumatra (State Gazette of the Republic of Indonesia of 1956 Number 20);
2. Law Number 20 of 2003 on National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
  3. Law Number 23 of 2014 on Local Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, and last by Law Number 11 of 2020 on Job Creation (State Gazette of the Republic of Indonesia of 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
  4. Law Number 30 of 2014 on Government Administration (State Gazette of the Republic of Indonesia of 2015 Number 292, Supplement to the State Gazette of the Republic of Indonesia Number 5601) as amended by Law Number 11 of 2020 on Job Creation (State Gazette of the Republic of Indonesia of 2020 Number 245 , Supplement to the State Gazette of the Republic of Indonesia Number 6573);
  5. Regulation of the Minister of National Education Number 48 of 2008 on Education Funding (State Gazette of the Republic of Indonesia of 2008 Number 91, Supplement to the State Gazette of the Republic of Indonesia Number 4846);
  6. Government Regulation Number 17 of 2010 on Management and Implementation of Education (State Gazette of the Republic of Indonesia of 2010 Number 23, Supplement to the State Gazette of the Republic of Indonesia Number 5105), as amended by Government Regulation Number 66 of 2010 on Amendment to Government Regulation Number 17 of 2010 on Management and Implementation of Education (State Gazette of the Republic of Indonesia of 2010 Number 112,

Supplement to the State Gazette of the Republic of Indonesia Number 5157);

7. Regulation of the Municipality of Bukittinggi Number 6 of 2014 on Implementation of Education (Municipal Gazette of Bukittinggi of 2014 Number 6, Supplement to the Municipal Gazette of Bukittinggi Number 6);
8. Regulation of the Municipality of Bukittinggi Number 9 of 2016 on Establishment and Composition of Regional Apparatuses (Municipal Gazette of Bukittinggi of 2016 Number 9, Supplement to the Municipal Gazette of Bukittinggi Number 9);
9. Regulation of the Mayor of Bukittinggi Number 48 of 2016 on Position, Organizational Structure, Duties and Functions and Work Procedures of the Education and Culture Office (Municipal Bulletin of Bukittinggi of 2016 Number 48);

HAS DECIDED TO :

To issue : REGULATION OF THE MAYOR OF BUKITTINGGI ON GUIDELINES FOR IMPLEMENTATION OF ADMISSIONS OF NEW STUDENTS TO KINDERGARTEN, ELEMENTARY SCHOOL, AND JUNIOR HIGH SCHOOL.

## CHAPTER I GENERAL PROVISIONS

### Article 1

In this Mayor Regulation:

1. Region means the City of Bukittinggi.
2. Mayor is the Mayor of Bukittinggi.
3. New Student Admission (Penerimaan Peserta Didik Baru), hereinafter abbreviated as PPDB, means the acceptance of students in kindergarten, elementary school, junior high school which is carried out before the beginning of the school year.
4. Student means students at the level of kindergarten, elementary school and junior high school.
5. Prospective Student means citizens who are still of school

age and not yet married.

6. Transfer Student means students who come from Education Units Outside the City of Bukittinggi.
7. Education Unit means an educational service group that provides education in the formal education pathway at every level and type of education.
8. Kindergarten (Taman Kanak-Kanak), hereinafter abbreviated as TK, means a form of early childhood education unit in the formal education pathway that organizes educational programs for children aged 4 (four) years to 6 (six) years.
9. Elementary School (Sekolah Dasar), hereinafter abbreviated as SD, means a form of formal education unit that organizes general education at the basic education level.
10. Junior High School (Sekolah Menengah Pertama), hereinafter abbreviated as SMP, means a form of formal education unit that organizes general education at the basic education level as a continuation of Elementary School, Madrasah Ibtidaiyah, or other equivalent forms or continuation of learning outcomes that are recognized as equal or equivalent to Elementary School or Madrasah Ibtidaiyah.
11. Study Group means a group of students who are registered in a class unit in one school.
12. Diploma means an official and valid statement which states that a student has completed a level of education and is given after being declared to have passed the national exam and/or school exam.
13. Package A Program means an educational program on the out-of-school education pathway that is organized in study groups or specifically that provides education equivalent to Elementary School.
14. Office means a regional work unit in charge of education affairs in the City of Bukittinggi.
15. Head of the Service means the Head of the Service in

charge of education affairs in the City of Bukittinggi.

16. Regular School Operational Assistance (Bantuan Operasional Sekolah), hereinafter referred to as Regular BOS, means assistance provided by the Central Government for School Operational Assistance for Elementary, Middle, High and Vocational Schools.
17. Education Operational Assistance (Bantuan Operasional Pendidikan), hereinafter abbreviated as BOP, means assistance provided by the Central Government for Education Operational Costs in the Field of Early Childhood Education, Non-Formal/Informal Education.
18. Regional Budget (Anggaran Pendapatan dan Belanja Daerah), hereinafter referred to as APBD, means the Regional Budget provided by the Region to finance the activities of the Regional Government.

## Article 2

This Mayor Regulation aims to:

- a. encourage increased access to Education services; and
- b. be used as a guide for local governments and school principals in implementing PPDB.

## Article 3

- (1) PPDB is based on:
  - a. Non-discriminatory, meaning that every citizen of school age can participate in educational programs without distinguishing ethnicity, religion, class and social status;
  - b. Objective, meaning that PPDB is implemented for both new and transfer students objectively;
  - c. Transparent, meaning that the implementation of PPDB is open and can be known by the public, including the parents of students;
  - d. Accountable, meaning that the acceptance of new students can be accounted for to the community, both in terms of procedures and results; and
  - e. Fair means that all citizens have the same and real rights to be able to take education at all levels of education in the education unit.

- (2) Non-discrimination as referred to in section (1) point a is excluded for schools that specifically serve students from certain gender or religious groups.

#### Article 4

The principles in implementing PPDB are:

- a. Prospective Students who meet the requirements in principle are given broad opportunities to obtain education at the level, type and path of education in accordance with the applicable school structure;
- b. Prospective Students who meet the requirements can be accepted as Students in State schools in accordance with the capacity of the school concerned;
- c. Each Education Unit is required to provide access for students with special needs;
- d. Each Education Unit is required to provide the necessary academic, social, and/or mental adjustment assistance for Students with Disabilities and Transfer Students from other formal education units; and
- e. The implementation of PPDB is oriented towards efforts to accelerate the completion of the nine-year basic education compulsory education by taking into account the ratio of the number of students.

### CHAPTER II

#### ORGANIZATIONAL AUTHORITY

#### Article 5

- (1) The implementation of PPDB is carried out by the Local Government through the Office.
- (2) For the smooth implementation of PPDB implementation, the Head of the Service can form a City Level PPDB committee, and School Level with a Decision of the Head of the Service.

### CHAPTER III

#### PROCEDURES FOR ADMISSION OF NEW STUDENTS

Part One  
Education Unit Group

Article 6

PPDB Education Unit consists of groups of education units at the level of TK, SD, and SMP.

Part Two  
New Student Admission Requirements

Paragraph 1  
Kindergarten

Article 7

Prospective new TK students must meet the age requirements:

- a. At least 4 (four) years and the most high-5 (five) year for group A; and
- b. at least 5 (five) years and a maximum of 6 (six) years for group B.

Paragraph 2  
Elementary School

Article 8

- (1) Prospective new students in grade 1 (one) elementary school must meet the age requirements:
  - a. 7 (seven) years; or
  - b. at least 6 (six) years on July 1 of the current year.
- (2) In implementing PPDB, SD prioritizes the acceptance of prospective new student for grade 1 (one) elementary school aged 7 (seven) years.
- (3) The minimum age requirement as referred to in section (1) point b can be excluded from being a minimum of 5 (five) years 6 (six) months on July 1 of the current year for prospective students who have:
  - a. special intelligence and/or talent; and

- b. psychological readiness.
- (4) Prospective students who have special intelligence and/or talent and psychological readiness as referred to in section (3) are proven by a written recommendation from a professional psychologist.
- (5) In the event that the professional psychologist as referred to in section (4) is not available, the recommendation can be made by the relevant school teacher council.

Paragraph 3  
Junior High School

Article 9

Prospective new students in grade 7 (seven) SMP must meet the following requirements:

- a. the maximum age of 15 (fifteen) years on July 1 of the current year; and
- b. have completed grade 6 (six) elementary school or other equivalent form.

Article 10

The age requirements as referred to in Article 7, Article 8 section (1), and Article 9 point a are proven by:

- a. birth certificate; or
- b. birth certificate issued by the competent authority and legalized by the lurah/village head or other authorized local official in accordance with the domicile of the prospective student.

Article 11

- (1) The requirements as referred to in Article 9 point b must be proven by:
  - a. diploma; or
  - b. other documents certifying graduation.
- (2) Prospective new students with disabilities are excluded from the following requirements:
  - a. the age limit as referred to in Article 7, Article 8



section (1), and Article 9 letter a; and

- b. diploma or other document certifying graduation as referred to in Article 11 section 1.

### Part Three

#### New Student Admission Registration System

##### Paragraph 1

##### Registration

##### Article 12

- (1) PPDB registration is carried out through the following systems:
  - a. zoning;
  - b. affirmation;
  - c. transfer of duties of parents/guardians; and/or
  - d. achievement.
- (2) The zoning system as referred to in section (1) point a is at least 75% (seventy-five) percent of the school's capacity.
- (3) The Affirmation system as referred to in section (1) point b is at least 20% (twenty) percent of the school's capacity.
- (4) The transfer system for parents/guardians as referred to in section (1) point c is a maximum of 5% (five) percent of the school's capacity
- (5) In the event that there are still remaining quotas from the implementation of section (2), section (3), and section (4), the Local Government may open the system of achievement as referred to in section (1) point d.

##### Article 13

The achievement system as referred to in Article 12 section (5) does not apply to the registration system for new prospective students in kindergarten and grade 1 (one) elementary school.

##### Paragraph 2

##### Zoning System

Article 14

- (1) PPDB through the zoning system as referred to in Article 12 section (1) point a is intended for new prospective students who are domiciled in the zoning area determined by the Local Government.
- (2) The domicile of prospective students as referred to in section (1) is based on the address on the family card issued at least 1 (one) year before the PPDB registration date.
- (3) In the event that the family card as referred to in section (2) is not owned by the prospective student due to certain circumstances, it can be replaced with a domicile certificate.
- (4) Certain conditions as referred to in section (3) include:
  - a. natural disasters; and/or
  - b. social disaster.
- (5) The domicile certificate as referred to in section (3) is issued by the head of the neighborhood unit or the head of the community unit which is legalized by the lurah/village head or other authorized local official.
- (6) The domicile certificate as referred to in Article 14 section (3) contains information that the student concerned has been domiciled for at least 1 (one) year since the issuance of the domicile certificate.
- (7) The school prioritizes students who have a family card or domicile certificate in 1 (one) area of the same area as the school of origin.

Article 15

- (1) Prospective students can only choose 1 (one) PPDB registration system in 1 (one) zoning area.
- (2) In addition to registering for PPDB through the zoning route in a predetermined zoning area, prospective students can register for PPDB through:
  - a. affirmation system; or
  - b. achievement system,outside the zoning area of the student's domicile as long

as it meets the requirements.

#### Article 16

- (1) The determination of the zoning area is carried out at every level by the Local Government in accordance with its authority, with the principle of bringing the student's domicile closer to the school.
- (2) The stipulation of the zoning area as referred to in section (1) must take into account:
  - a. school distribution;
  - b. domicile distribution data of prospective students; and
  - c. the capacity of the school's capacity that is adjusted to the availability of the number of school-age children at each level in the area.
- (3) The Local Government in accordance with its authority ensures that all administrative areas are included in the determination of the zoning area according to the level of education.
- (4) The office ensures that all schools have accepted students within the designated zoning area.
- (5) The determination of the zoning area at each level as referred to in section (1) is announced no later than 1 (one) month before the open announcement of PPDB registration.
- (6) In determining the zoning area at each level as referred to in section (1), the Local Government involves deliberation or working groups of school principals.

#### Paragraph 3

#### Affirmation Local

#### Article 17

- (1) PPDB through the affirmation route as referred to in Article 12 section (1) point b is intended for new prospective students:
  - a. come from economically disadvantaged families; and
  - b. persons with disabilities.

- (2) Students who go through the affirmation route are students who are domiciled inside and outside the zoning area of the school concerned.
- (3) In the event that prospective students who register through the affirmation route exceed the number of affirmation pathway quotas set by the local government, the determination of students is carried out by prioritizing the distance of the prospective student's residence closest to the school.

#### Article 18

- (1) New students who come from economically disadvantaged families as referred to in Article 17 section (1) point a must include:
  - a. evidence of the participation of students in the program for handling poor families from the Central Government or Local Governments; and
  - b. a statement letter from the parent/guardian of the student stating that they are willing to be legally processed if it is proven that they have falsified evidence of participation in the program for handling poor families.
- (2) In the event that there are allegations of falsification of evidence of student participation in the program for handling underprivileged families as referred to in section (1) point a, the school together with the Local Government is obligated to verify data and field and follow up on the results of verification in accordance with the provisions of legislation.
- (3) Falsification of evidence of student participation in the program for handling poor families as referred to in section (2) is subject to sanctions in accordance with the provisions of the legislation.

#### Paragraph 4

#### Parent/Guardian Placement Transfer System

#### Article 19

- (1) The transfer of duties of parents/guardians as referred to in Article 12 section (1) point c is proven by a letter of Placement from:
  - a. institution;
  - b. agency;
  - c. office; or
  - d. employing company.
- (2) In the event that there is a remaining quota for the transfer of parent/guardian duties, the remaining quota can be allocated to prospective students at the school where the parent/guardian teaches.
- (3) Determination of students in the path of shifting parental/guardian duties is prioritized at the distance of the prospective student's residence closest to the school.

#### Paragraph 5

#### Achievement System

#### Article 20

- (1) PPDB through the achievement system as referred to in Article 12 section (1) point d is determined based on:
  - a. report cards attached with certificates of grades for student report cards from the school of origin; and/or
  - b. achievements in academic and non-academic fields.
- (2) The report card as referred to in section (1) point a uses the score of the report card in the last 5 (five) semesters.
- (3) Evidence of achievement as referred to in section (1) point b is issued no later than 6 (six) months and no later than 3 (three) years prior to the PPDB registration date.
- (4) The falsification of evidence of achievement as referred to in section (3) is subject to sanctions in accordance with the provisions of the legislation.

#### Article 21

In the PPDB selection process as referred to in Article 12, there is no written test or academic ability test.

CHAPTER IV  
IMPLEMENTATION OF ADMISSION OF NEW STUDENTS

Part One  
Implementation Stage of New Student Admission

Paragraph 1  
General

Article 22

- (1) The implementation of PPDB starts from the stages of:
  - a. registration announcement;
  - b. registration;
  - c. selection according to the registration system;
  - d. announcement of the determination of new students;  
and
  - e. re-registration.
- (2) In the PPDB implementation stage as referred to in section (1):
  - a. schools run by communities that have received school operational assistance are prohibited from charging fees; and
  - b. schools organized by the Local Government are prohibited from:
    1. collect levies and/or donations related to the implementation of PPDB and the transfer of students; and
    2. collect fees to buy certain uniforms or books associated with PPDB.
- (3) Violation of the prohibition provisions as referred to in section (1) is subject to sanctions in accordance with the provisions of legislation.

Paragraph 2  
Registration Announcement

Article 23

- (1) Announcement of the registration of prospective students

as referred to in Article 22 section (1) point a is made openly.

- (2) The announcement of the registration of prospective students as referred to in section (1) is made by the Local Government for:
  - a. schools organized by the Local Government; and
  - b. schools organized by the community who receive school operational assistance funds.
- (3) Announcement of the registration of new prospective students is carried out no later than the first week of May.
- (4) The announcement of the registration of prospective students at least contains the following information:
  - a. requirements of prospective students according to their level;
  - b. registration date;
  - c. registration system consisting of zoning system, affirmation system, parent/guardian placement transfer system, and/or achievement system;
  - d. the amount of available capacity in grade 1 (one) elementary school and grade 7 (seven) junior high school in accordance with the data of study groups in Dapodik; and
  - e. the date of the announcement of the results of the PPDB selection process.
- (5) The announcement of the registration of prospective students as referred to in section (4) is made through the school notice board or other media.

### Paragraph 3

#### Registration Procedure

### Article 24

- (1) Registration in TK and SD is carried out directly by the parents of prospective students to the desired school, according to the zone closest to the address of the parent concerned.
- (2) Registration in the Junior High School Education Unit

group is coordinated and carried out at 1 (one) door of the reception location for all State Junior High Schools in the Region.

- (3) Parents of Prospective Students/Prospective Students attach photocopies of the required documents according to the requirements at the time of registration.

Paragraph 4  
PPDB Selection

Article 25

The selection of prospective TK students takes into account the age provisions as referred to in Article 7.

Article 26

- (1) The selection of zoning system and parent/guardian placement transfer system for prospective students in grade 1 (one) SD takes into account the following criteria in order of priority:
  - a. age as referred to in Article 8 section (1); and
  - b. the distance of the closest residence to the school within the zoning area determined by the Local Government.
- (2) If the age of prospective students as referred to in section (1) is the same, then the determination of students is based on the distance from which the prospective students live closest to the school.
- (3) The selection of prospective students for grade 1 (one) elementary school may not be carried out based on reading, writing, and/or arithmetic tests.

Article 27

The selection of prospective students for grade 7 (seven) SMP is carried out in 3 (three) stages, including:

- a. Stage I for PPDB acceptance through the Affirmation and Transfer of Parent/Guardian Placement;
- b. Stage II for PPDB acceptance through the zoning system;



- c. Stage III Fulfillment of the new student capacity for education units that still have the remaining capacity quota, for the acceptance of PPDB through the Achievement system and the Rayonization system for the original school.

#### Article 28

The acceptance of Stage I Prospective Students as referred to in Article 27 point a, is carried out with the following conditions:

- a. Registration for the Affirmation System and transfer of parent/guardian duties are carried out in each SMP Education Unit desired by Prospective Students.
- b. Each SMP Education Unit receives registration and announces the results of the 20% Affirmation system quota selection and 5% Transfer of duties of parents/guardians from the capacity of each SMP education unit.
- c. Students who register through the affirmation route are students who are domiciled outside and/or within the zoning of the school concerned.
- d. PPDB Affirmation system is proven by the documents as referred to in Article 18 section (1).
- e. PPDB for the transfer of parental/guardian placement is proven by the documents as referred to in Article 19 section (1).
- f. Each junior high school education unit announces and accepts the registration of prospective new students who are accepted through the affirmation and parental placement.
- g. In the event that the capacity for the affirmation system or the transfer route of the parent/guardian is insufficient, the selection is made based on the distance from which the prospective new student lives closest to the school.

#### Article 29

The acceptance of Stage II Prospective Student as referred to in

Article 27 point b, is carried out with the following conditions:

- a. Acceptance of the zoning system for prospective students with a quota of at least 75% of the capacity of each school.
- b. Each candidate Students New to sign up to one (1) door admission registration sites prospective Students of State SMP set by the Head of Department.
- c. The Committee for Admission of New Students 1 (one) door to the SMP Education Unit distributes prospective students according to the capacity of each SMP Education Unit based on the address closest to the domicile of the prospective students, which is adjusted to the KTP and family certificate as referred to in Article 14 section (2) and section (3).
- d. After the announcement of the determination of the new students is issued, the prospective new students re-register at the place where the prospective new students are received by meeting the requirements set by the respective junior high school education units.
- e. Prospective Students who do not re-register according to the schedule, are declared to have resigned.

#### Article 30

The acceptance of Stage III Prospective Student as referred to in Article 27 point c, is carried out with the following conditions:

- a. Each SMP Education Unit announces the remaining capacity for new students that are still available.
- b. Prospective Students register at 1 (one) door of the admission registration location at the State SMP which is determined by the Head of the Service.
- c. Prospective Students who have been accepted on the Affirmation system, transfer of parental/guardian placement and the Zoning system, are no longer allowed to register for Stage III admission.
- d. The Committee for Admission of New Students for the SMP Education Unit will rank the Achievement system based on the following documents:

1. Report cards with the provisions of the average value of report cards for the last 5 (five) semesters and grades from the school of origin;
  2. Certificates/charter of competition results and/or awards in the academic and non-academic fields at the Regency/City, Provincial, and/or National Levels issued by the authorized party/official;
  3. Tahfiz certificate/charter or memorization of the Qur'an issued by an authorized official;
- e. The committee for the admission of new students to the SMP education unit ranks the Rayonization system based on the grades of report cards at the SD/MI/Package A/equivalent levels.
  - f. The distribution of the Stage III of the new student candidates is placed based on the regionalization of the original school in the area determined by the Decision of the Head of the Service
  - g. Students who are accepted from the achievement system are placed in accordance with the school that can foster the continuation of their achievements.
  - h. After the announcement is issued, the prospective Students re-register at the place where the prospective Students are received by meeting the requirements set by the respective SMP Education Units.
  - i. Prospective Students who do not re-register according to the schedule will be declared resigned.

#### Article 31

Further provisions regarding the technical selection as referred to in Article 25 to Article 30 are stipulated by a Decision of the Head of the Service.

#### Paragraph 5

#### Announcement Determination of New Students

#### Article 32

- (1) The announcement of the determination of the PPDB selection results as referred to in Article 22 section (1)

point d is notified openly in accordance with the registration system in the PPDB.

- (2) The announcement of the determination must be carried out in accordance with the specified time.
- (3) Provisions regarding the announcement of the determination as referred to in section (1) and section (2) for the junior high school level are stipulated by a Decree of the Head of the Service, and the announcement of the determination of the TK and SD levels is stipulated by a Decision of the Principal.
- (4) In the event that the Principal as referred to in section (2) is not yet definitive, the determination of new students is carried out by the authorized official.

#### Paragraph 6 Re-registration

#### Article 33

- (1) The re-registration as referred to in Article 22 section (1) point e is carried out by prospective students who have been accepted at the school.
- (2) Re-registration as referred to in section (1) is to ensure their status as a student at the school concerned by showing the original required documents in accordance with the requirements.

#### Part Two PPDB Capacity

#### Article 34

- (1) The number of students in each study group/class is guided by the provisions of the legislation.
- (2) Educational units that have the number of applicants for Prospective Students exceeding the capacity must report the excess of the Prospective Students to the Head of the Service.
- (3) The Service is obligated to distribute excess prospective Students as referred to in section (2) to other Education

Units that have not met the capacity.

## CHAPTER V

### DATA RE-COLLECTION AND UPDATE OF DATA

#### Article 35

- (1) Schools conduct data re-collection to ensure the status of old students at the school concerned.
- (2) The data re-collection as referred to in section (1) must not charge a fee.

#### Article 36

Schools fill out and update student data and study groups in the Basic Education Data periodically at least 1 (one) time in 1 (one) semester.

## CHAPTER VI

### TRANSFER OF STUDENTS

#### Article 37

- (1) The transfer of students between schools within 1 (one) regency/city, between regencies/cities within 1 (one) province, or between provinces is carried out on the basis of the approval of the principal of the original school and the principal of the intended school.
- (2) In the event that there is a transfer of students as referred to in section (1), the school concerned is obliged to update the Basic Education Data.
- (3) The transfer of students as referred to in section (1) and section (2) must meet the provisions of the PPDB requirements and/or the zoning system regulated in this Mayor Regulation.

#### Article 38

- (1) State SD/SMP Education Units are not allowed to accept transfer students from private schools to state schools in the region.
- (2) State SD/SMP Education Units are not permitted to

receive learners transfer comes from within the Area, except for Learners elementary/junior whose parents moved a place to stay that is proven by a letter to move the domicile of the village and/or close to where the schools in question.

- (3) Transfer of MI students to SD and transfer of MTs students to SMP can be done selectively with an average score of at least 80 (eighty) for a scale of 100 (one hundred) and/or the correction, and good behavior as stated by the original Principal.

#### Article 39

Transfer students who are declared accepted, must complete all administrative requirements as follows:

- a. Letter of application for transfer from the parents of the Student;
- b. Certificate of transfer from school which is known by the relevant Dinas; and
- c. The original report card in which the mutation column has been signed by the principal of the original school.

#### Article 40

- (1) Non-formal and informal education students can be admitted to SD not at the beginning of grade 1 (one) after passing the feasibility and placement test organized by the SD concerned.
- (2) Non-formal and informal education students can be accepted into junior high school not at the beginning of grade 7 (seven) after fulfilling the following requirements:
  - a. have an equivalency diploma from the Package A program;
  - b. pass the feasibility and placement test held by the junior high school concerned;
- (3) In the event that there is a transfer of students from non-formal and informal education channels to schools as referred to in section (1) and section (2), the school concerned is obligated to update the Basic Education Data.

CHAPTER VII  
FINANCING

Article 41

- (1) PPDB is financed from the Regular BOS Fund, BOP and/or APBD.
- (2) BOP and/or APBD can be used to finance TK PPDB.
- (3) BOS and/or APBD can be used to finance PPDB for SD and SMP.
- (4) These costs are included in the School Budget Activity Plan.

Article 42

- (1) Schools run by the Local Government are prohibited from making contributions, levies and/or donations in any form associated with PPDB.
- (2) The School Committee and/or Educational Stake Holders can develop programs for foster parents/or foster children/or assistance for students who are unable to obtain legal funds.

CHAPTER VIII  
SUPERVISION AND REPORTING

Article 43

The Office in accordance with the authority to coordinate, monitor and evaluate the implementation of PPDB.

Article 44

- (1) The school principal and the PPDB implementing committee are required to submit a report on the implementation of PPDB activities to the mayor through the Head of the Service.
- (2) The principal reports on the implementation of PPDB before the start of the school year.
- (3) The agency must have a reporting channel to receive public reports related to the implementation of PPDB.

- (4) The public can report violations in the implementation of PPDB through <https://www.lapor.go.id/>

## CHAPTER IX SANCTIONS

### Article 45

PPDB Operators who commit Violations in the Implementation of PPDB may be subject to sanctions in accordance with the provisions of the Legislation.

## CHAPTER X CANCELLATION

### Article 46

The Mayor can cancel the PPDB decision if after an inspection by the Inspectorate on the Mayor's Instructions, it is proven that the PPDB violates the provisions of the Legislation, is incorrect, and/or dishonest.

## CHAPTER XI CLOSING PROVISIONS

### Article 47

At the time this Mayor Regulation comes into force, Regulation of the Mayor of Bukittinggi Number 23 of 2020 on Guidelines for Implementation of New Student Admissions for City of Bukittinggi (Municipal Gazette of Bukittinggi of 2020 Number 23), is revoked and declared ineffective.

### Article 48

This Mayor Regulation comes into force on the date of its promulgation.



In order that everyone may know hereof, it is ordered to promulgate this Mayor Regulation by its placement in the Municipal Bulletin of Bukittinggi.

Issued in Bukittinggi  
on 23 April 2021  
MAYOR OF BUKITTINGGI,  
signed  
ERMAN SAFAR

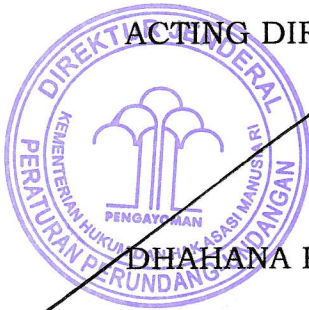
Promulgated in Bukittinggi  
on 23 April 2021  
SECRETARY OF MUNICIPALITY OF BUKITTINGGI,  
signed  
YUEN KARNOVA

MUNICIPAL BULLETIN OF BUKITTINGGI OF 2021 NUMBER 13

Jakarta, 6 June 2022

Has been translated as an Official Translation  
on behalf of Minister of Law and Human Rights  
of the Republic of Indonesia

ACTING DIRECTOR GENERAL OF LEGISLATION,



DHAHANA PUTRA