

# Information Paper: Home Schooling Non DoD Schools Program - DoDDS Europe

<http://www.eu.dodea.edu/nondod.htm>

The Department of Defense Dependent Schools (DoDDS) Europe, Office of the Chief of Staff, **Non DoD Schools Program (NDSP)** has the responsibility to support educational services at government expense to authorized command-sponsored dependents of military members and DoD civilian employees assigned to overseas areas where no DoD Dependents School is available within the commuting area.

Parents electing to provide home-based educational instruction rather than enrolling their child in a local school must proceed through the following steps:

1. Enroll your dependent in NDSP through your school Liaison Officer (SLO) by electronically submitting the following to NDSP.Europe@eu.dodea.edu or by FAX to (49) 611-380-7671:
  - Assignment orders (and DSE form 920 <http://www.eu.dodea.edu/fiscal/DSE920.pdf> , if requested)
  - DODEA form 610 <http://www.eu.dodea.edu/fiscal/DoDEA610.pdf>

*Note:* Additional important information is available at: <http://www.eu.dodea.edu/fiscal/ReqDocs.pdf> .

2. Select a home-based educational program and indicate U.S. or Host Nation school schedule
3. Contact the NDSP Education office for assistance with program planning or curricular questions

DoDEA policy is that a child must turn five or six by October 31 of the enrolling school year for entrance into kindergarten and first grade respectively. The only exception to this policy is outlined in DoDEA Policy Memorandum 02-E-001 (<http://www.eu.dodea.edu/fiscal/MinAgeReq.pdf> ), dated February 11, 2002, Subject: Minimum Age Requirements for Kindergarten and First Grade Overseas Dependents.

The maximum allowable school-year rate for home-based educational programming is \$5,700 for grades kindergarten through eight and \$7,700 for grades nine through twelve, subject to the following limitations. Questions regarding allowable expenditures should be directed to [NDSP.Europe@eu.dodea.edu](mailto:NDSP.Europe@eu.dodea.edu) .

*Note:* This guidance does not apply to families who choose to home-school in overseas locations where DoD schools exist.

**Reasonable materials** may only be ordered for the current grade in which the dependent will be enrolled (grade/age appropriate basis). Materials may not be ordered for two academic years in one school year. Curriculum materials may be ordered for one grade level above or below the grade of enrollment in one curricular area only.

**Allowable** home-based educational programming expenses include:

- a. Traditional curriculum textbooks and other supplemental materials as may be appropriate for math, science, language arts, social studies, and other subjects on a grade/age appropriate basis.
- b. Instructional CDs/software, curriculum guides, and manipulative materials for math, etc.
- c. Fees charged for access to libraries and group participation in athletic, extracurricular, or music activities that are normally free of charge in U.S. public schools. Group participation is defined as a lesson or activity with enrollment open to the public, not a lesson provided exclusively for a family group (see Non-Allowable item h).

- d. Travel and transportation costs at post or away from post associated with these activities are not allowable.
- e. Fees for curriculum-related on-line Internet services such as study programs, library services, and distance learning.
- f. Rental of curriculum-related equipment such as microscopes or very large band instruments (such as a Sousaphone) that would normally be provided by U.S. public schools.
- g. Required testing materials by either the formal home-study course or other authorized program.
- h. Advisory teaching service affiliated with the selected formally recognized home-study course.
- i. Tuition charges, shipping costs, lesson postage, on-line Internet and facsimile charges associated with formal recognized home-study course or other authorized program.

**Non-allowable** home-based educational programming expenses include:

- a. Equipment such as: computers, keyboards, printers, televisions, facsimile and scanning machines, calculators, microscopes, and furniture.
- b. Non-course specific CDs, videos, DVDs;
- j. General reading materials, reference materials (dictionaries, encyclopedias, globes), etc.
- k. Purchase or rental of items that have broader use than the course being studied (i.e. computer hardware, calculators, band instruments except noted above).
- l. Expendable supplies (paper, pencils, markers) that are normally purchased by parents in the U.S.
- m. Parental training in home-study private instruction.
- n. Any form of compensation to the parent such as childcare or supervisory costs.
- o. Travel and transportation costs at post or away from post.
- p. Personal telephone, Internet, satellite, cable or other available communication subscription fees.
- q. Fees for museums, cultural events, or performances that would normally be paid by parents in the U.S.
- r. Private lessons.
- s. Membership in gymnasiums, cultural clubs, spas, and other private clubs.
- t. Textbooks, Bibles, workbooks, daily devotionals, or any material primarily for religious instruction.
- u. Insurance associated with shipping charges. (Do not elect the optional insurance.)
- v. Fees to an independent agency for posting credits and issuing transcripts.

### **Documentation for Reimbursement of Educational Allowances**

Sponsors who elect to purchase educational curriculum materials for home-schooling purposes must submit a Claim for Reimbursement of Educational Allowance (DSE form 960 <http://www.eu.dodea.edu/fiscal/DSE960.pdf>) and receipts to the NDSP. Sponsors are responsible for out of pocket expenses until the purchase is approved and reimbursement processed.

**Responsibility for documentation rests with the sponsor.** Receipts must be legible. Itemized lists of educational texts or materials must clearly indicate relevance to curriculum areas.

### **Additional Resources:**

Home-schooling Information from all 50 States in the U.S.  
[http://homeschooling.miningco.com/library/weekly/aa072999.htm?PM=ss12\\_homeschooling](http://homeschooling.miningco.com/library/weekly/aa072999.htm?PM=ss12_homeschooling)

DoDEA Curriculum Standards: <http://www.dodea.edu/instruction/curriculum/curriculum.htm>

DoDEA Materials/Textbooks:  
[http://www.dodea.edu/instruction/curriculum/adopted\\_materials.xls](http://www.dodea.edu/instruction/curriculum/adopted_materials.xls)