

**Vol. I**



**School Year 2008-2009**

**Student Eligibility Handbook**

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This handbook is designed to be a comprehensive guide to eligibility policies for the DoDDS-Europe (DoDDS-E) schools. The policies and procedures set forth in this handbook are extracted from current DoD and DoDEA instructions, regulations, manuals, and public law. This handbook has been designed to cover the entire spectrum of student eligibility and enrollment. Familiarization with its contents is encouraged.

Eligibility and enrollment questions asked by schools, individuals, or organizations may be answered with references to specific sections of the handbook, thus the handbook must be maintained intact and up to date. When changes occur throughout the school year you will be provided with clear instructions on how to update the handbook. This volume can be obtained from our web site as well ([www.eu.dodea.edu](http://www.eu.dodea.edu) and once at the main page click on “Enrollments” to find the handbook).

Each school may determine those individuals and organizations in their military communities who would benefit from reference copies of this handbook (e.g., Schools Officers, Judge Advocate/Legal Assistance Offices, and school support groups) and provide copies of this handbook and its updates to them. No information in this handbook is restricted or controlled. It is the responsibility of the sponsor to demonstrate entitlement to utilize the DoDDS schools. The Registrar and school Principal are the first-line in implementing eligibility and enrollment policy. If the local schools are not able to assist the schools are required to contact their District office for further assistance. The DoDDS-E eligibility point of contact is available to interpret guidance, make recommendations on school level procedures, provide additional information on precedents, and make decisions when school personnel are unable or uncomfortable doing so. The DoDDS-E eligibility point of contact is also responsible for ensuring that interpretation of directives are consistent with DoDEA policy and for confirming unusual and precedent setting decisions with DoDEA.

**The DoDDS-E Eligibility points of contact are:**

**DoDDS-E Eligibility POC**  
**DSN 338-7613 Germany Civilian 0611-380-7613**  
**FAX: DSN 338-7565 Germany Civilian 0611-380-7565**  
**Email: [DoDDS-E.Enrollment@eu.dodea.edu](mailto:DoDDS-E.Enrollment@eu.dodea.edu)**

**Chief of Staff**  
**DSN 338-7812 German Civilian 0611-380-7812**

Chapter 1 - ELIGIBILITY & ENROLLMENT  
CATEGORIES & TYPE CODES



<b>Chapter 1 - ELIGIBILITY &amp; ENROLLMENT CATEGORIES &amp; TYPE CODES – SY08/09</b>
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**GENERAL**

The Department of Defense Dependents Schools (DoDDS) was established to provide world-class education for authorized dependents of DoD personnel assigned overseas and, additionally, to provide for enrollment on a space-available, tuition-paying basis for others identified and prioritized by the Secretary of Defense. The term military services, when used, refer to the U.S. Army, Navy, Air Force, Marine Corps, and Coast Guard.

The four categories of enrollment listed below also establish the priorities for student enrollment:

- Category 1. Space-Required tuition-free  
Space- required tuition-paying (Foreign Military Sales (FMS) and Military Assistance Program (MAP)).  
Space-Created tuition paying (DoD Contractors).
- Category 2. Space-Available, Tuition-Paying (Federally Connected)
- Category 3. Space-Available, Tuition-Free
- Category 4. Space-Available, Tuition-Paying (Non-Federally Connected)

Qualified dependents are authorized to enroll in one of the above categories. Dependents in enrollment category 1 receive first priority for enrollment. All others are enrolled on a space-available basis in priority of category of enrollment. Eligibility is based on documentation provided at the time of enrollment.

Eligibility is determined by the status of the sponsor and dependent as of the first day of actual attendance (enrollment). Registrars must be alerted to the possibility of receiving current orders at spring registration that may expire before the first day of enrollment. This situation occurs most frequently with service members that retire, separate overseas and PCS before the start of the new school year. This may also occur with locally hired DoD civilians as well as US Contractors. The sponsor DEROS must be closely monitored to ensure that the entitlements are valid at the start of the new school year.

Each child enrolled in DoDDS shall be subject to the parental supervision and control of a responsible adult sponsor.

The submission of the DSE 802, and DSE 803 form referred to throughout this publication is only used in the absence of the document that authorizes eligibility. If the correct eligibility document is not available then the DSE802 and DSE803 is used and the form must be verified by the Civilian Personnel/Human Resource Office (DSE802) or Installation Military Flight/Personnel Battalion/Center or sponsors Unit Commanders (DSE803). When these forms are submitted they need to be confirmed that the person signing the form does in fact work in the above listed offices in order to be used as part of the eligibility confirmation process.

Chapter 1 - ELIGIBILITY & ENROLLMENT CATEGORIES & TYPE CODES – SY08/09
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## **CATEGORY I - SPACE-REQUIRED, TUITION-FREE**

### **U.S. Military Services**

U.S. Army, Navy, Marine, Air Force, and Coast Guard military personnel permanently stationed in an overseas location with family members listed on Permanent Change of Station (PCS) orders.

Minor dependents of members of the Armed Forces serving on Active duty who are authorized to transport dependents to or from an overseas area at U.S. Government expense and are provided an allowance for living quarters in that area. Includes dependents authorized a designated location move (DLM) when station allowances are authorized for the dependent's designated place of residency overseas.

Also includes minor dependents of members of the Armed Forces serving on active duty with the U.S. Army Reserve who are authorized to transport dependents to or from an overseas area at Government expense and is provided an allowance for living quarters in that area

### **Department of Defense (DoD) U.S. or Naturalized U.S. Citizen Employees**

Minor dependents of permanent, full-time DoD civilian employees stationed overseas who are paid from appropriated and non-appropriated funds and are citizens or nationals of the United States.

This also includes enrollment under the exception to the feeder plan. For Non DoD School program (NDSP) support the sponsors family members must be authorized US Government funded Transportation and the sponsor must receive a housing allowance at the with-dependent rate to qualify.

### **Allied Nations stationed in Mons, Belgium only**

Minor dependents of foreign military members assigned to the Supreme Headquarters Allied Powers, Europe (SHAPE). USNMR/Base Commander validates eligibility requirements. These dependents are not entitled to enroll in any tuition-fee school at U.S. Government expense (Non-DoD Schools Program).

## **CATEGORY I - SPACE-REQUIRED, TUITION-PAYING**

Minor dependents of DoD sponsors who are assigned to the Security Assistance Program. As DoD dependents, these students are space-required and would normally be tuition-free, but the agency pays tuition in order to collect the full cost of the program. (e.g., Joint U.S. Military Assistance Group (JUSMAG) employees).

## **CATEGORY I - SPACE-CREATED, TUITION-PAYING**

Space is created for minor dependents of U.S. citizens who are full-time defense contractor personnel for the US Army confirmed by entitlements listed in the employees logistical support agreement authorizing their family members entitlements to use DoDDS. Please see chapter 10 regarding enrollment procedures.

Chapter 1 - ELIGIBILITY & ENROLLMENT CATEGORIES & TYPE CODES –  
SY08/09

**Policies relating to Category I**

**DoD SPONSOR TRANSFERS, DIES OR RETIRES DURING THE SCHOOL YEAR:**

Generally, eligible DoD dependent students may complete the current school year, in the school currently attending (or the feeder school if that school closed), if the DoD sponsor transfers, dies or retires during that school year. Subsequently they shall lose the eligibility to attend on a space-required basis unless they qualify in the next school year. This provision is predicated upon the military community and/or host nation having no objections to continued enrollment after the status change of the sponsor. They may, however, be eligible to enroll on a space-available basis as provided elsewhere in this handbook. This is not applicable for space-created tuition paying contractors whose entitlement terminates upon expiration of their contractors ID card.

**DESIGNATED LOCATION MOVEMENT (DLM) ORDERS:**

DoD dependent students traveling under Designated Location Movement (DLM) orders shall be eligible for space-required, tuition-free enrollment only in DoDDS within the commuting area of the dependents' designated location. These dependents shall not be eligible for placement in a non-DoD school, nor for transportation to a DoDDS institution if they reside outside a designated commuting zone.

**DoD SPONSORS WHO ARE DETAINED BY A FOREIGN POWER OR ARE DECLARED MISSING IN ACTION OR OTHERWISE UNLAWFULLY DETAINED:**

Eligible DoD dependent students of DoD sponsors who are detained by a foreign power or are declared missing in action or otherwise unlawfully detained may remain in DoDDS or in approved non-DoD schools at U.S. Government expense for as long as the detention or missing status exists, subject to the approval of the Director, DoDEA, or designee.

**NoN-DoD SCHOOLS PROGRAM (NDSP):**

DoD dependent students whose sponsors are authorized to transport their family members at US Government expense and receive Housing Allowance at the “with dependent rate”, may be authorized education in non-DoD schools or through correspondence courses at U.S. Government expense. Such a non-DoD program may be authorized by the Director, DoDEA, or designee, for dependents at locations where DoDDS schools are not available or are operating at maximum capacity. This policy is not applicable for locally hired, full-time, DoD civilians paid under appropriated or nonappropriated funds or **DoD Contractors** even though educational services are based on space-required entitlements.

If adequate housing is available within the commuting area of DoDDS, and an appropriate educational program is available at that school, tuition will not be authorized for the attendance of any student in an approved NDSP institution, except as authorized for DoD dependent students pursuant to the above paragraph.

If DoDDS isn't available within the commuting area of a command-sponsored special needs DoD dependent student DoDDS may place the student in another DoDDS institution. If no appropriate DoDDS institution is reasonably available, DoDDS may then place such student, at U.S. Government expense, in a non-DoD school overseas. This policy is not applicable for locally hired, full-time, DoD civilians paid under appropriated or nonappropriated funds basis even though educational services are based on space-required entitlements.



**Chapter 1 - ELIGIBILITY & ENROLLMENT CATEGORIES & TYPE CODES –  
SY08/09**

**Policies relating to Category I**

(Continued)

DoDDS may not place a non command-sponsored DoD dependent student or a DoD dependent student traveling under DLM orders, regardless of special needs conditions, in a non-DoD school at U.S. Government expense.

**STUDENTS RESIDING IN DIFFERENT OVERSEAS LOCATIONS THAN THE SPONSOR WHO IS STATIONED IN ANOTHER OVERSEAS LOCATION:**

If eligible DoD dependent students are authorized to accompany their DoD sponsors to the countries of their sponsors' assignments, such dependent students ordinarily will not be entitled to space-required, tuition-free education in DoDDS in different overseas countries or to education in non-DoD schools at U.S. Government expense in those different countries. A student can attend any DoDDS as long as the sponsor is stationed in an overseas location. The enrollment in that case would be space-available tuition-free as long as the sponsor resides overseas. The Director, DoDEA, or designee must approve any exceptions to this policy. This policy is not applicable for sponsor who wants to enroll their family members in Bahrain school while stationed in another overseas location unless tuition is paid in advance of enrollment under category 4 enrollment.

**DoDDS FUNDED CORRESPONDENCE COURSES:**

Current policy provides for DoDDS funded correspondence courses for command-sponsored dependents expelled from the school, but remaining in the community. This benefit may also be extended to command sponsored dependents in host nation detention facilities. Contractors, FMS and Maps family members have two options for correspondence courses if they are expelled:

1 – Tuition is refunded based on our current refund policies. If the parent opts for this, DoDEA has no further responsibility to provide any correspondence or other academic support. If the parent is entitled to receive the refund it could be used to purchase correspondence course program of their own choice – as a courtesy, the school can give them some guidance on this choice if asked. If the tuition is paid by the parent's employer the refund would have to be made to the employer.

2 – No refund – DODEA will provide the support normally afforded to a space required student. This is arranged at the school or district level. There would be no reduction in the tuition cost, i.e. no partial tuition because the student is no longer attending.

**ADVANCE RETURN OF DEPENDENTS:**

Command-sponsored dependents who return to the United States on advance return of dependents orders and subsequently return to the overseas area at the sponsors' personal expense lose the entitlement to space-required enrollment. However, dependents may be enrolled on a space-available basis.

**EXCEPTIONS TO THE FEEDER PLAN**

If the sponsor was space-required at the original feeder school, the sponsor will not lose their eligibility in the other school unless the sponsor is not residing with the family. In that case an exception to the feeder plan is not necessary and the enrollment in the other school will be space available. Transportation is provided by the sponsor for exception to feeder plan approvals approved by the schools District office.

**COMMAND-SPONSORED DEPENDENTS WHO DO NOT ATTEND DoDDS:**

Command-sponsored dependents who do not attend DoDDS for any reason do not lose the entitlement to enroll as space-required in DoDDS if they are still considered command-sponsored and have not exercised their return transportation rights to the United States.

**CATEGORY 2 - SPACE-AVAILABLE, TUITION-PAYING, (Federally Connected)**

Eligible dependents as specified in this category are authorized to enroll in DoDDS upon confirmation of eligibility and advance payment of tuition or completion of an authorization of central billing letter in the prescribed format found in the Exhibit section of this Volume (DSE804). This enrollment is also contingent on the local military installation commander's policy concerning access to the installation and pertinent agreements with the host nation, if any. Dependents are enrolled as space-available, but because of their sponsors' direct support to the overseas mission of the U.S. Government, Cat 2 receives a higher priority than those dependents enrolled in categories 3 and 4. Enrollments in this category are as follows:

**U.S. Government Employees**

Minor dependents of full-time U.S. Government employees, provided the employee is a U.S. citizen or a national of the United States and is entitled to LQA at the "with family" rate, or who has been identified by their agency as being eligible for educational benefits on a tuition-paying basis. Includes U.S. Government employees covered by the economy act agreement between the Department of State and DoD, or any component of such an agency and DoD, (e.g., Dependents of U.S. citizen employees of all U.S. Government agencies other than DoD, including Department of State, Atomic Energy Commission, AID, Department of Agriculture, Federal Aviation Agency, General Services Administration, and Smithsonian Institution). Also includes U.S. citizen employees of certain international organizations, such as NATO and the United Nations).

**Part-Time DoD Civilians**

Minor dependents of part-time appropriated fund (APF) employees and part-time non-appropriated fund (NAF) employees who are U.S. citizens or nationals of the United States.

**U.S. Interests**

Minor dependents of U.S. citizens who are full-time employees of organizations overseas which serve defense-related interests not covered in category 1H and/or which have executed contracts or other agreements with the U.S. Government (e.g., Employees of permanent party American Red Cross, USO, Boy and Girl Scouts, Post Exchange concessionaire contractors).

**CONUS Base TDY Overseas**

Active duty military or DoD civilian stationed in the U.S. and TDY overseas.

**U.S. RESERVIST ACTIVATED FOR 179 DAYS OR LESS FROM CONUS**

Military reservists deployed to the overseas area from the US or overseas for less than 180 days.

**CATEGORY 2 - SPACE-AVAILABLE, TUITION-PAYING, (Federally Connected)**

**Foreign Service**

Minor dependents of host nation or third country national military or civilian personnel assigned or attached to the U.S. military services overseas at international or major DoD commands, when recommended by the major overseas commander, (e.g., third country national military and civilian personnel serving with U.S. Armed Forces overseas, NATO, United Nations, Canadian or other Allied Forces).

**Additional Policies relating to Category 2**

The District Superintendent may exclude enrollments in this category due to a lack of facilities, related services, or unique staff requirements.

Dependents enrolled in this category are entitled to services that are currently available in the schools.

New enrollees, with known or suspected disabilities, must be screened by the Case Study Committee to insure availability of required services prior to final enrollment. The District Superintendent should review all cases of this nature at the time of enrollment prior to any final decision on whether the identified additional services may be provided.

**CATEGORY 3 - SPACE-AVAILABLE, TUITION-FREE**

**U.S. Military Services**

- **Overseas PCS Orders without dependents listed.** minor dependents of active duty U.S. military personnel who are stationed in an overseas area to which their dependents are not authorized transportation at U.S. Government, but to which the sponsors have elected to transport their dependents at their own expense.
- **Reservists activated for 180 days or more.** Minor dependents of active duty U.S. Army Reserve personnel deployed to the overseas area from the U.S. for more than 180 days to which the sponsors have elected to transport their dependents at their own expense.
- Includes enrollments under the Transition Assistance Management Program (TAMP).
- Permanently assigned Active Duty members who reside in another overseas location apart from the family who resides in a different overseas location.

**CATEGORY 3 - SPACE-AVAILABLE, TUITION-FREE (Continued)**

**DoD U.S. or Naturalized U.S. Citizens**

Full-time appropriated fund (APF) or Nonappropriated (NAF) DoD civilian employees stationed overseas, whose family members reside in a different overseas location from the sponsors' duty assignment. This rule is not applicable in Bahrain E/HS due to a limitation of family members permitted to be at Bahrain by the Secretary of Defense.

**Secretary of Defense Waivers**

20 USC, chapter 25, section 923 authorizes the Secretary of Defense the authority to grant waivers for classes of students and not individuals. This includes dependents of military sponsors who die while entitled to active duty pay within 180 days of the sponsor's death; and those dependents of military members who die on active duty and are on Temporary Change of Station orders or deployed overseas for a period of more than 60 calendar days; provided the criteria for enrollment of both class of dependents which are directed in the DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas" are met.

**Partnership for Peace (PfP)**

Minor dependents of foreign diplomatic and military Partnership for Peace (PfP) personnel assigned as liaisons at North Atlantic Treaty Organization (NATO) site located in SHAPE ES/HS, Brussels ES/HS, AFNORTH ES/HS, Naples ES/HS and Garmisch ES/MS.

**Newly Independent States (NIS)**

Minor dependents of foreign military and civilian liaison personnel from the Newly Independents States (NIS) of the former Soviet Union in Ankara, Turkey.

**Additional Policies relating to Category 3**

**SENIOR YEAR DEPENDENTS OF PRIOR, ACTIVE DUTY MILITARY MEMBERS, WHO WERE INVOLUNTARILY OR VOLUNTARY SEPARATED:**

Senior year dependents of prior, active duty military members, who were involuntarily or voluntary separated under provisions of the Transition Assistance Management Program (TAMP), SERB, VSI, or SSB may be eligible to attend 12th grade in DoDDS. To be eligible for senior year enrollment, the student must have completed their junior year in DoDDS, (space-available, tuition-free) on or before the date of the member's involuntary or voluntary separation, or will have completed requirements to graduate within 12 months of the member's involuntary separation. This entitlement only applies to seniors. This entitlement may only be exercised in either the same school where the student completed their junior year, or alternatively, in a school designated to serve that residual community after base closure.

**Additional Policies relating to Category 3**

(Continued)

**DoD DEPENDENTS WHOSE SPONSORS DIE WHILE ENTITLED TO COMPENSATION OR ACTIVE DUTY PAY:**

DoD dependents whose sponsors die while entitled to compensation or active duty pay at the time of the sponsor's death, provided the surviving spouse was either residing in an overseas area when the sponsor died or has been a citizen of a foreign country and returns to that country. The DoD dependent student must be enrolled in DoDDS either within 1 year of the DoD sponsors death or, if the dependent is below school age when the sponsor dies, within 1 year of the dependent's becoming eligible to enroll.

**MISSING IN ACTION OR UNLAWFULL DETAINMENT:**

Non command-sponsored DoD dependents who are enrolled in DoDDS may remain in DoDDS if their sponsors are declared missing in action or otherwise unlawfully detained, for as long as the missing status exists, subject to the approval of the Director, DoDEA, or designee.

**USO family members enrolled in DoDDS for SY05/06 are not effected by the Assistant Secretary of Defense waiver**

**RESERVISTS ACTIVATED FROM AN OVERSEAS LOCATION OR CONUS.**

This also includes reservist who were initially called to active duty for 179 days or less and receive a memorandum of intent to extend by the first 06 in the reservist chain of command. A reservist family members enrollment terminates after the end of the school year when the reserve tour ends.

**STATUS CHANGE OF SPONSOR FAMILY MEMBERS TO COMMAND SPONSORED:**

If at any time during a space-required DoD sponsors' overseas assignment command sponsorship is approved for dependents acquired due to marriage, those dependents shall be authorized space-required, tuition-free enrollment if the sponsor elects command sponsorship.

**ENROLLMENT ENTITLEMENT IF SPONSOR TRANSFERS, DIES OR RETIRES**

Generally, space available tuition free students may complete the current school year, in the school currently attending (or the feeder school if that school closed), if the DoD sponsor transfers, dies or retires during that school year. Subsequently they shall lose the eligibility to attend on a space-available tuition free basis unless they qualify in the next school year. This provision is predicated upon the military community and/or host nation having no objections to continued enrollment after the status change of the sponsor.

**CATEGORY 4 - SPACE-AVAILABLE, TUITION-PAYING, (Non-Federally Connected)**

Under 20 U.S.C. 921-932, if the Director, DoDEA, or designee, determines that space is available, consistent with the local military commander's policy concerning access to the installation and agreements with the host nation; upon advance payment of tuition, other minor dependents in the following categories may be enrolled in a DoD Dependents school:

- Other minor dependents of U.S. citizens or nationals of the United States, residing overseas but not employed by a DoD contractor, (e.g., Siemens, Citibank, Kia Motors). (Authorized by 20 U.S.C. 923 (d)(1)(B)). Also includes dependents of U.S. Citizens working in a foreign country but not employed by a DoD contractor when attendance at a DoDDS school is authorized by the foreign country and installation access policies and dependents of deceased personnel not covered in enrollment category 3G.

**EXAMPLES:** Persons who would be in a space-available tuition-free status but lack entitlement to a living quarters allowance at the "with dependent" rate or a Contractors who contract doesn't provide for educational benefits for their family members.

- Foreign national citizens for whom the Secretary of Defense determines enrollment is in the national interest (Authorized by 20 U.S.C. 923(d)(1)(C)).

**EXAMPLES:** All other foreign national dependents including local and third country when there is no objection from the host government. Also includes all foreign national dependents attending Ankara and Bahrain schools unless excluded by the Department of State.

- Other U.S. citizens

**EXAMPLES**

All other U.S. citizens or nationals of the United States not included in other categories but residing overseas. Including U.S. retired military personnel.

- Other foreign nationals.

**EXAMPLES**

Minor dependents of local or third country nationals when no significant U.S. interest is involved where there is no objection from the local U.S. military commander or the U.S. Department of State.

**Additional Policies relating to Category 4**

**SECURITY CLEARANCE AND BASE ACCESS REQUIREMENTS**

Students and parents who require base access registration will not be approved until the installation commander has granted base access. It is the sponsor's responsibility to obtain this clearance through the installation commander's office and the schools are not authorized to assist in this matter. During the base access process, if the installation commander requires submission of a National Agency Check (NAC) cost for the NAC investigation may be charged to the parent.

School administrative staff may grant access into the installation for the sole purpose of pre-registration and space availability confirmation. Schools will provide documentation that indicates the student is eligible to enroll and there is space available at the installations schools as part of the base access packet.

Parents and students who have been granted base access will be limited access necessary to provide transportation to and from the student's school to accommodate parental support of the student's school activities. Any objection to enrolling a student based on security concerns is the sole responsibility of the local U.S. military commander. If the commander objects to base access for security reasons enrollment will be denied and a copy of the decision must be sent to your DSO.

Chapter 2 – BIRTH DATE VERIFICATION  
FOR KINDERGARTEN AND FIRST GRADE





<p>Chapter 2 – BIRTH DATE VERIFICATION FOR KINDERGARTEN AND FIRST GRADE ENROLLMENTS – SY08/09</p>
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**BIRTH DATE VERIFICATION FOR KINDERGARTEN AND FIRST GRADE ENROLLMENTS**

Dr. Tafoya's policy memorandum dated 11 Feb. 2002 subject: Minimum Age Requirement for Kindergarten and First Grade Overseas Dependents states that dependents must be 5 by Oct 31 for Kindergarten or 6 by Oct 31 for First grade. Documentary evidence supporting the stated age must be presented at the time of enrollment. The child must obtain the stated age(s) in the school year in which they enroll, e.g. a child who did not meet the school age requirement at the start of the school year cannot enroll in the new calendar year, as now meeting the age requirement.

The Elementary School Principal is authorized to make an exception to the minimum age requirement for kindergarten and first grade students when the following criteria are met:

- a. The child was enrolled in their prior kindergarten or first grade program for a minimum period of 9 weeks during the same school year (SY) in which the child seeks to transfer into DoDDS
- b. The prior enrollment began within 30 days of the start of the enrolling school's regular SY and was continuous but for the time required to travel from the prior school to DoDDS.
- c. At the time of enrollment in the prior program, the child met the age requirement by the governing state's minimum age requirement statute or by documented exception to the former school district's minimum age requirement.
- d. The prior enrollment was in a duly accredited program; i.e., a school recognized by the local school district.
- e. The school from which the student transferred was outside of the local military and/or commuting distance to a Department of Defense Education Activity school (DoDEA). Transfers in this sense are limited to students who came to a DoDEA school because of a sponsor's permanent change of station (PCS). Exceptions to (e) occur when a student has recently become an eligible dependent (i.e., marriage or adoption).

If a child has attended kindergarten in a non-DoDDS American School for one SY and seeks underage enrollment the succeeding year in a DoDDS first grade, the Principal may enroll the child in a DoDDS first grade if the child meets criteria a, c, d, and e, above.

<p style="text-align: center;"><b>Chapter 2 – BIRTH DATE VERIFICATION FOR KINDERGARTEN AND FIRST GRADE ENROLLMENTS – SY08/09</b></p>
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If a child has attended a host nation program kindergarten or equivalent local program for one SY and seeks underage enrollment the succeeding year in a DoDDS first grade, the Principal may enroll the child in a DoDDS first grade if the child meets criteria a, c, d, and e above and if, in the judgment of the principal, the prior program afforded educational instruction appropriate to the grade level. Children entering a DoDEA school from a British program should adhere to the following “grade” equivalencies. For example, if a child were transferring from a British school after completing Reception and Year 1 the child would enter first grade in succeeding school year.

British “grade”

Reception

Year 1

Year 2

Year 3

Year 4

American “grade”

Pre-kindergarten

Kindergarten

First Grade

Second Grade

Third Grade

## Chapter 3 – IN LOCO PARENTIS (ILP) ENROLLMENT



In Loco Parentis (ILP) is defined as “In the place of the parent” and refers to actions of a custodian, guardian or other person acting in the parent's place. A child living with a DoD sponsor acting in loco parentis may be permitted to attend school.

The burden of establishing and/or providing proof of the student's ILP status is the responsibility of the parent or guardian. For the purposes of this eligibility determination, an ILP enrollment requires that the child is a full-time resident in the DoD sponsor's household and that the DoD sponsor is providing more than one-half of the child's support, accepts financial and educational responsibility for the child as if the child were the sponsor's natural or legally adopted child. Residence is defined as the sponsor's actual residence, maintained in good faith, and does not include superficial residence established for the purpose of free school attendance.

Documentation needed to support an ILP determination

**A. When a court order is used**

- a. Copy of a court order signed by either a Judge, Magistrate or Clerk of the court awarding the sponsor custody, guardianship or wardship of a child(ren).
- b. Sponsor current orders plus extensions (if applicable) or completed DSE803 confirming military overseas status or DSE802 confirm civilian status. Contractor's documentation is a portion of the logistical support section authorizing the employee's family members to attend DoDDS. Memorandum from the DoD Contracting Personnel Office (DOCPER) confirming Technical Expert Accredited Status (TESA), DD1172-2 common access ID card application or contractors ID card.
- c. Completed DSE801-R In Loco Parentis Affidavit (copy included in this chapter)

**B. When a petition is filed in a civilian court and the court has established a future court date to read the petition.**

- a. A letter from the court reflecting a docket or file or case number and date when the court will read the petition.
- b. Sponsor current orders plus extensions (if applicable) or completed DSE803 confirming military overseas status or DSE802 confirm civilian status. Contractor's documentation is a portion of the logistical support section authorizing the employee's family members to attend DoDDS. Memorandum from the DoD Contracting Personnel Office (DOCPER) confirming Technical Expert Accredited Status (TESA), DD1172-2 common access ID
- c. Completed DSE801-r In Loco Parentis Affidavit.

**C. When a placement order has been issued for adoption**

- a. A copy of the placement order reflecting the sponsor name and estimated length of time of the placement to include case worker name, telephone number and mail and email address
- b. Sponsor current orders plus extensions (if applicable) or completed DSE803 confirming military overseas status or DSE802 confirm civilian status. Contractor's documentation is a portion of the logistical support section authorizing the employee's family members to attend DoDDS. Memorandum from the DoD Contracting Personnel Office (DOCPER) confirming Technical Expert Accredited Status (TESA), DD1172-2 common access ID
- c. Completed DSE801-r In Loco Parentis Affidavit.

**D. When a Power of Attorney (PoA) is used**

- a. **Notarized** PoA from one of the biological parents to an overseas sponsor to act in behalf of the biological parent for educational and emergency purposes.
- b. Students' birth certificate identifying the biological parents.
- c. Sponsor current orders plus extensions (if applicable) or completed DSE803 confirming military overseas status or DSE802 confirm civilian status. Contractor's documentation is a portion of the logistical support section authorizing the employee's family members to attend DoDDS. Memorandum from the DoD Contracting Personnel Office (DOCPER) confirming Technical Expert Accredited Status (TESA), DD1172-2 common access ID
- d. Completed DSE801-POA In Loco Parentis Affidavit for PoA certified by the Military members unit commander or 1<sup>st</sup> officer with a rank of O6 or higher in the sponsors' chain of command. For DoD civilians Director or person with signature authority.

If it is determined that a student has fraudulently enrolled in the DoD school, the student shall be withdrawn, the sponsor's Commanding Officer or, for civilian employees, the head of their civilian agency will be notified in writing, and the parent or guardian shall be liable for tuition for the entire time of fraudulent enrollment. **Power of Attorney enrollments are valid for only 90 calendar days.** To be granted an extension a court order is needed or proof of that a petition has been filed with a future court date is needed in order to grant a provisional enrollment until the final decision has been made.

For consistency in ILP interpretations and to provide better service to the schools, **ALL ILP determinations will be made by the Eligibility point of contact at DoDDS-E.** Students that pre-register for next school year and are claiming an ILP relationship must have their status validated by DoDDS-E prior to allowing the student(s) to attend classes. Once the ILP relationship has been determined to be valid by DoDDS-E it will not be necessary to revalidate the status in subsequent school years providing the material facts of the initial ILP determination remain unchanged.

Each school must obtain all available supporting ILP documentation from the sponsor and forward it to the DoDDS-E Eligibility POC. Schools will scan and email or FAX copies of the documents to DoDDS-E, Attention; Eligibility for review (FAX # DSN 338-7565 or Germany Civilian +49-611-380-7565). It is critical that sponsors are informed that determinations of ILP relationships are based largely on the documentation, which the sponsor provides. Nevertheless, the presence or absence of any one particular document will not necessarily prove or disprove an ILP claim; rather it is the preponderance of relevant documentation that will establish the ILP relationship.

**In-Loco Parentis and Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF):**

DoDDS-E will authorize space-available tuition-free enrollment of any student placed in the care of a **family care provider as outlined in the Family Care Plan** of a single, geographical bachelor or dual-military parent both deployed in support of OIF/OEF. The below documentation will have to be sent to the Eligibility POC at DoDDS-E to grant space available tuition free enrollment for OIF/OEF:

1. A childcare plan approved by the service member's CONUS commanding officer which clearly identifies the guardian as an individual residing in a location in Europe served by a DoD school. The child(ren) must reside with the designated caregiver.
2. Documented proof that the child's parent/legal guardian has been deployed in direct support of OIF/OEF. Which could consist of either a memorandum signed by the CONUS commander or deployment orders.

3. That the childcare plan is supported by a written request for exception signed by the service member's CONUS Commanding Officer or a 0-6 in a position of leadership in the service members' chain of command. This document will be accepted in lieu of a court decree.

4. Once DoDDS-E approves space available enrollment the school principal will inform the local military commander in writing by using the DSE807 form that the child is in the community, and will explain the circumstances and state that the child is being enrolled in the school. The notification will request that if the military commander has any concern or objection to the enrollment, he/she should contact the school by a date specified by the principal.

Eligibility of students enrolled under these procedures will continue until the end of the semester in which the parent/guardian returns from OIF/OEF. It is the responsibility of the parent and designated guardian to provide all required documentation to the DoD school and to make any and all arrangements necessary for base access and other support.

**IN LOCO PARENTIS AFFIDAVIT**  
(To be used with court orders)

I hereby request the enrollment of:

\_\_\_\_\_  
NAME OF CHILD  
BIRTH

\_\_\_\_\_  
DATE OF

\_\_\_\_\_  
NAME OF SCHOOL

I certify that he/she is a full-time resident in my household, which I am standing In Loco Parentis (ILP) to him/her (meaning that I have willfully assumed full parental responsibility and authority for him/her, and the child recognizes the In Loco Parentis position). I am providing more than one-half of his/her support.

As evidence of the In Loco Parentis relationship, I accept financial and educational responsibility for the child named above as if he/she were my natural or legally adopted child. If applicable, I agree to offer as evidence my Federal Income Tax Return, which clearly shows I have claimed the child as a legal dependent.

I agree to immediately notify the school principal if any change should occur in the ILP relationship, which I have with the child.

This affidavit in itself does not attest to the legal status of the child. Usually this affidavit will accompany a court ordered guardianship or custody decree.

I certify, under the laws of the United States of America, that this statement, to the best of my knowledge, is true and correct.

\_\_\_\_\_  
Signature of Sponsor

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Signature of Notary





(Your schools letter head)



To: (Installation Commander office address)

(Date)

Subject: Notification of Operation Iraqi/Enduring Freedom enrollment.

This is to inform you that (students name) may be enrolled into our school if educational and facility space is available. The projected enrollment date is (give date). (Sponsors name and rank) will be deployed (or have deployed) to Iraq with an estimated date of return being (date). (Put persons name and full address where student(s) will be living) has been selected and confirmed by (sponsor name) unit commander as being (student name) Family Care plan provider.

If you feel that the enrollment or access to your installation is not acceptable please provide a written response to our school NLT (give 30 day to respond). If your office does not respond by (date) we will assume that everything is OK.

V/R

(Principal signature block and signature)

## Chapter 4 – DETERMINATION OF SPACE-AVAILABILITY IN DoDDS



## Chapter 4 – DETERMINATION OF SPACE-AVAILABILITY IN DoDDS SY08/09

The DoDEA 1342.13 (reference “G”) authorizes the enrollment of several categories of students in DoDDS on a space-available basis and provides for enrollment priorities. The DoDEA Regulation 1030.1 (reference “E”) defines space-availability and provides guidelines on the determination of support requirements for an individual student prior to the enrollment of that student in the school. The DoDEA 1030.1 also provides for the disenrollment of students in certain circumstances.

DoDDS-Europe policy is as follows:

1. The individual school Principal, in conjunction with his or her District Superintendent, will make the initial determination as to whether space is available in that school.
2. Space may be unavailable for an entire school, for a grade within that school, or for an individual child (since "space" can be defined to be the resources necessary to support a student's Individualized Education Plan (IEP) requirements).
3. It is also possible that space will be unavailable for new (not previously enrolled in that school) students or unavailable for all space-available students (including returning or current students).

Before students are denied enrollment or disenrolled due to the unavailability of space, the individual Principal should be aware of the applicable District Superintendent procedures when denying space availability. When availability is based upon unique requirements of the individual student, such as an IEP requirement for a full-time aide, an elevator not currently existing, or a specific piece of equipment not currently existing in the school the principal should have the authority to deny enrollment without DSO coordination (this may vary with each DSO's). In either case, a full record will be available in the school of the circumstances of such decisions, confirmations, if any, and the numbers of students known to be affected.

Chapter 5 - DEFINITION OF TERMS



**APPROVED NON-DoD DEPENDENTS SCHOOLS**

Schools, below the college level, (including dormitory facilities) other than DoDDS, which provide suitable educational programs, usually on a tuition basis. The term includes residence facilities operated by non-DoDDS to provide room and board for handicapped dependents eligible for enrollment in non-DoDDS when DoDDS cannot provide an appropriate education.

**COMMAND-SPONSORED**

A condition that exists when a DoD sponsor, either a military sponsor or a civilian employee of the DoD, is authorized by the DoD or military service to transport his/her dependents to or from an overseas location at U.S. Government expense. And who is authorized by Department of State Standardized Regulations to receive a housing allowance at the "with dependent" rate, while assigned by DoD overseas. This definition includes dependents authorized to travel under designated location movement orders.

**COMMUTING AREA**

A designated geographical area surrounding a DoDDS facility within which student transportation at U.S. Government expense is provided for the commute of DoD space required dependent students between residence and school except for those living within walking distance of the school.

**CORRESPONDENCE COURSES**

Home or supplemental instruction courses that have been specifically approved for use by the Director, DoDEA, or designee for use by command-sponsored DoD dependent students who live in areas where there are no suitable facilities, for handicapped DoD dependent students who cannot attend school, and for the supplementing of course offerings at DoDDS or approved non-DoDDS.

**DESIGNATED LOCATION MOVE**

A DoD directed and funded move of dependents to an overseas location (a) different from that overseas area to which the DoD sponsor has been assigned, or (b) without regard to the sponsor's location if the sponsor is serving on unusually arduous sea duty or is TDY to an overseas area for a period over one year and the dependents are moved overseas at U.S. Government expense by reason of hardship. When a dependent of a sponsor who is assigned overseas is authorized a designated location move, the dependent shall be considered to be command-sponsored only in the designated area to which the dependent is transported, and shall be eligible for transportation only within the commuting area for the school serving dependents in the designated area.

**DoD DEPENDENTS SCHOOLS (DoDDS)**

Schools established by the Department of Defense in overseas areas to provide primary and secondary education for minor dependents of DoD sponsors in accordance with Public Law 95-561 as amended.

**DoD DEPENDENT STUDENT**

A minor dependent who:

1. Is the child, stepchild, adopted child, ward, or spouse of a DoD sponsor, or who is a resident in the household of a DoD sponsor who stands In Loco Parentis to such individual and who receives one-half or more of his/her support from such sponsor; and
2. Has not completed secondary school and who will reach his or her 5th but not 21st birthday by October 31st of the current school year; or
3. Is handicapped, and is between 3 and 5 years of age by October 31st of the current school year, provided that the Director, DoDEA, or designee, in his or her sole discretion determines that adequate staff and facilities are available to serve such a handicapped child.

**DoD SPONSOR**

A DoD sponsor is a:

1. Member of the Armed Forces serving on active duty and stationed overseas, on an initial 3 or 4-year PCS tour.
2. Civilian employee of the Department of Defense who is employed on a full-time basis, (40 hours per week), paid from appropriated funds, stationed overseas, and is a U.S. citizen.
3. Civilian employee of a non-appropriated fund instrumentality who is overseas pursuant to a transportation agreement, authorized to receive a living quarters allowance at the "with dependent" rate, and is a U.S. citizen.

**ENROLLMENT/DISENROLLMENT**

A dependent shall be deemed enrolled in DoDDS on the first day the dependent actually attends school, or, when authorized in writing by the Director, DoDEA, or designee, on the first day of enrollment in that non-DoDDS facility.

A student enrolled shall be disenrolled, thereby terminating the duty of DoDDS to provide an education, upon the occurrence of any of the following conditions:

1. Termination of the school year. A student may be treated as enrolled when school is not in session for the limited purposes of rendering eligibility decisions and placing dependents in the appropriate school contingent upon the dependent's status on the first day of actual attendance.
2. Incarceration of the dependent by foreign officials. Though disenrolled from school, DoDDS may be liable for correspondence courses for command-sponsored dependents.
3. Entrance of an order by the appropriate military commander unconditionally barring a dependent's entry onto the military facility or military controlled area (e.g., housing area) where the school is located.
4. Suspension or expulsion under rules promulgated by the Director, DoDEA. DoDDS may be liable to provide correspondence courses for command-sponsored students that have been expelled.
5. With respect to students enrolled in a "tuition-paying" status, failure to pay tuition on a timely basis.
6. A court order withdrawing custody of the child from the sponsor to another person or institution.
7. The documentation presented on the initial enrollment did not accurately reflect the status of the student. The enrollment was in a tuition free category and should have been tuition paying. The sponsor must pay outstanding tuition to continue enrollment in DoDDS in the tuition-paying category. The withdrawal of the child does not negate the necessity to pay outstanding tuition to the point of withdrawal, i.e., the end of the grading period in which the student is withdrawn.

**IN LOCO PARENTIS**

A transitory condition created by necessity for such time as an adult person, not the child's natural parent, exercises actual parental care, custody, and control of a minor. This includes the financial support of the child. The adult claiming in loco parentis status must demonstrate the authenticity of the relationship. (Refer Chapter 3)

**MEMBER OF HOUSEHOLD**

A status given by the military personnel authorities that attests to the presence of a person (other than those command sponsored) in the community. Member of Household does not convey status for enrollment within DoDDS on a tuition free basis.

**NoN-Appropriated funds employee**

US or US Naturalized citizens employed Regular Full Time (RFT) or Regular (Reg) qualifies for category 1J. Regular Part Time (RPT) or Flexible time (Flex) qualifies for category 2B irrespective the number hours that they work.

**STATIONED OVERSEAS**

Section 1414 of Public Law 95-561 (20 USC 932) defines overseas area as being other than "the several States, the District of Columbia, the Commonwealth of Puerto Rico, and the possessions of the United States (excluding the Trust Territory of the Pacific Islands and Midway Island)."

Stationed means a U.S. Government financed permanent change of station of a military member to an overseas area for duty or the full-time employment by DoD of a civilian in an overseas area which is the permanent duty station of the employee. "Assigned" or "assignment" has the same meaning as "station" or "stationed". Therefore, temporary duty (TDY,) leave, furlough, reserve deployment, leave without pay, or anything other than a permanent change of station (PCS) assignment does not qualify, except in those situations where civilian employees of DoD were hired overseas.

For purposes of individuals assigned to ships, the homeport of the ship is considered to be the port of assignment. Personnel aboard vessels home ported in the U.S., who are assigned to unusually arduous sea duty, or are sent overseas in a TDY status one year or longer, and whose dependents are authorized a designated location move assignment to an overseas area shall be deemed to be assigned overseas.

"Stationed" also means that the sponsor has arrived at the overseas unit and signed in. Being on overseas orders, hoping for overseas orders, or being TDY en route to a PCS assignment overseas does not qualify dependents for tuition-free enrollment in DoDDS. Also, continuous or long-term assignment overseas on TDY or reserve status does not qualify for tuition-free enrollment except as outlined above.

**SPACE-REQUIRED**

Pupil accommodations that must be provided by DoDDS.

**SPACE-AVAILABLE**

Pupil accommodations that may be made available in DoDDS if the Director, DoDEA, or designee, determines that a school operated by DoDDS has adequate staff and other resources to permit the enrollment of non space-required students.



**SPACE CREATED**

Space allocated to US Contractor family members in DoDDS based on documentation presented at the time of registration

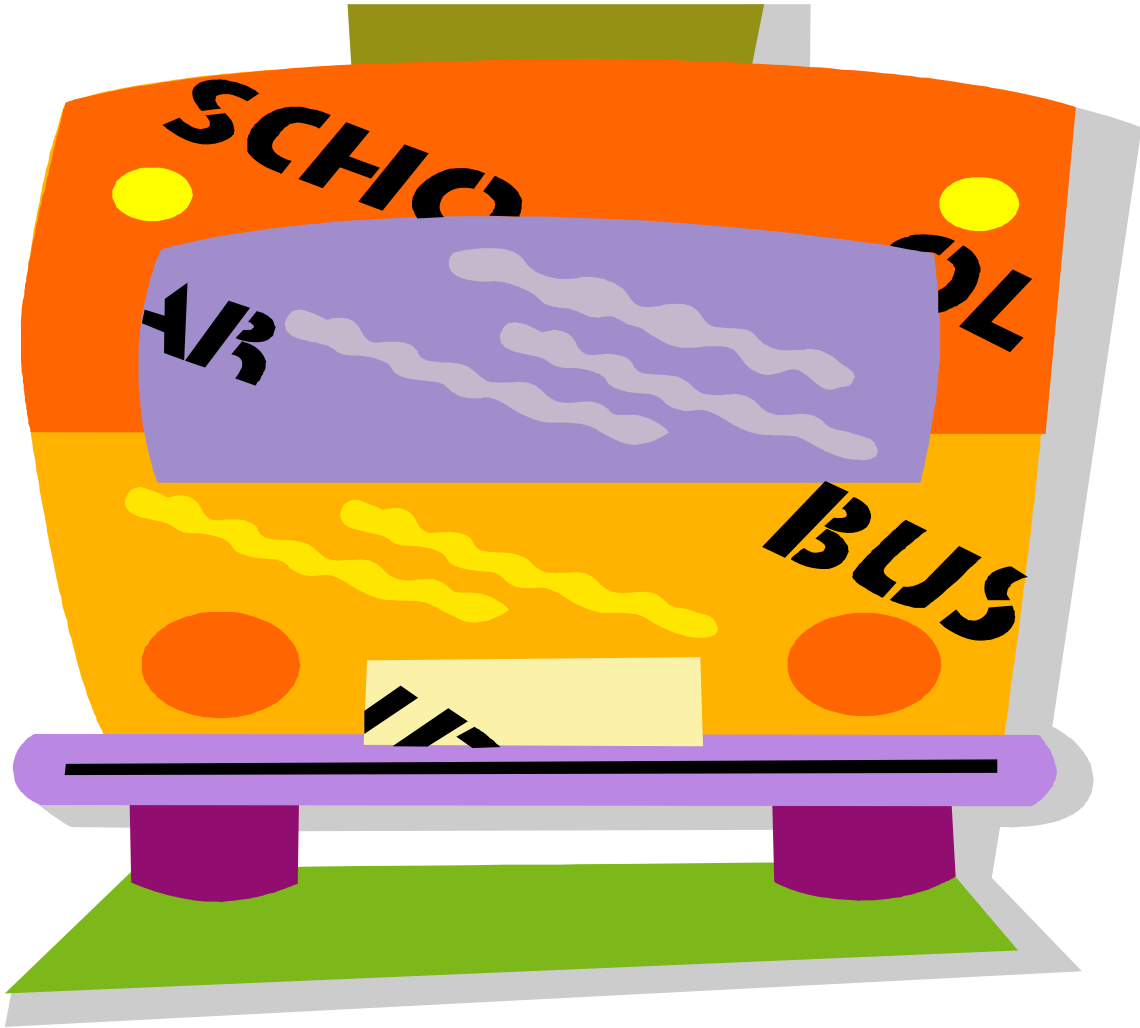
**SPONSOR**

A person who is legally responsible for the general welfare of a school age child whom the sponsor is presenting for enrollment (sponsoring) into the DoDDS system. This refers to non-DoD, other U.S. Government, U.S. citizen, and foreign sponsors.

**TRANSFER**

As applied from DoDEA 1342.13 paragraph 4.3.1.1.5, transfer will include PCS and all voluntary separations from the DoD.

Chapter 6 – EXCEPTION TO THE FEEDER PLAN



Each school has an area within which students walk or are bused to that school. The enrollment of students in such an area in the specified school is called a “feeder plan.” Copies of feeder plans for specific schools can normally be found in the District Office, the community transportation office, the District school bus office (formally DETMO) and the school.

If a sponsor lives within a feeder area, his/her dependents are normally enrolled in the school specified in the feeder plan. In some circumstances, the DoD sponsor may wish to request the enrollment of the student in another school. This is often as a result of the spouse or sponsor working in a different community than they live.

The sponsor may request an exception to such a feeder plan by submitting an exception to the feeder plan request form found in the end of this chapter and in the exhibit section of this handbook through the losing school Principal or Principal where the child is designated to enroll.

If the request is for enrollment in a school within the same district, this request will then be forwarded to the gaining school Principal. If the request is for enrollment in a school in another district, the request will be forwarded through the losing District Superintendent’s Office to the gaining District Superintendent’s Office and gaining school Principal.

Request for exceptions to the feeder plan are granted only in extenuating circumstances such as educational or medical. A determination is based upon the ability of the gaining school to serve the child and the adequacy of support for the child in the new community. Based upon local policy, it may be required to obtain the local military community’s position on the transfer, particularly in restricted tour areas. In no case should the enrollment be accomplished before approval is given.

Space-required students granted an exception to the feeder plan are carried as space-required at the gaining school. Exceptions to “feeder plan” students reside outside of the commuting area of the gaining school. Therefore transportation will not be provided at government expense. All student requests granted temporary exceptions to the feeder plan are reviewed on an annual basis. Once granted an exception to the feeder plan, Category 1H students will be considered for transportation if there is space available and the sponsor takes the student to a pre-established bus stop.

The District Superintendent’s office is the point of contact for feeder plans and exceptions to the feeder plan.

Please note: If a space-required/guaranteed sponsor lives in another overseas location an exception to the feeder plan is not required. The enrollment is authorized as long as the sponsor is stationed overseas with the sponsors consent under space-available conditions. If a military single parent or dual military, permanently stationed overseas, and both deploy or are away from the overseas feeder area for 30 days or more and request to enroll their family members for the length of the absence, the student is enrolled in the eligibility status of the feeder school. A copy of the sponsors PCS order listing the student is needed along with a copy of a TDY order, deployment order, or memorandum signed by the Unit Commander is needed listing the military member name and estimated length of absence. The enrollment terminates upon the return of the sponsor.

REQUEST FOR EXCEPTION TO FEEDER PLAN

MEMORANDUM FOR District Superintendent THROUGH: School Principal

SUBJECT: Request for Exception to Feeder Plan Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby request an exception to the feeder plan for the following extenuating circumstance:
(Printed sponsor's name)

Sponsor's last 4 SSAN: \_\_\_\_\_ Rank/Grade: \_\_\_\_\_ Duty Phone number: \_\_\_\_\_

Unit / Organization: \_\_\_\_\_

APO Mailing Address:: \_\_\_\_\_

Please attach any medical or educational documentation and written justification for exception to be granted

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

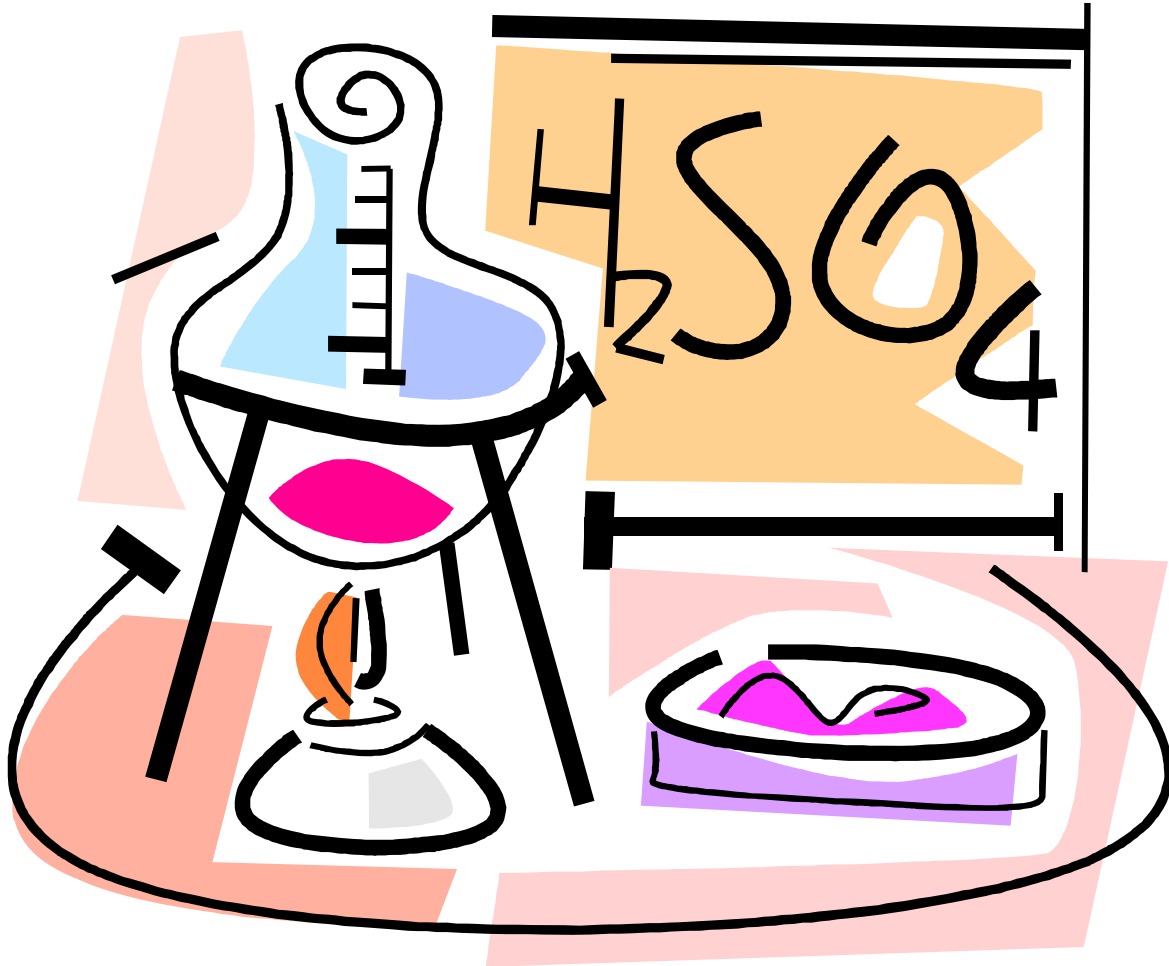
Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Sponsor signature: \_\_\_\_\_

OFFICIAL AUTHENTICATION SECTION:
School Assigned: \_\_\_\_\_ Date Reviewed \_\_\_\_\_
Principal printed name and signature:
School Requested:: \_\_\_\_\_ Date Reviewed. \_\_\_\_\_
Principal printed name and signature:
Gaining District name \_\_\_\_\_ concur / non-concur (date) \_\_\_\_\_
Superintendent (or representative) printed name and signature
(if applicable)
Losing District name: \_\_\_\_\_ concur / non-concur (date) \_\_\_\_\_
Superintendent (or representative) printed name and signature

Chapter 7 – EXTENDED SCHOOL YEAR (SUMMER)  
SESSIONS FOR SPECIAL EDUCATION STUDENTS



<b>Chapter 7 – EXTENDED SCHOOL YEAR (SUMMER) SESSIONS FOR SPECIAL EDUCATION STUDENTS.</b>	<b>SY08/09</b>
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A student previously enrolled in a DoDDS school whose Individualized Education Program (IEP) (DS Form 2501) requires education during the summer period will be enrolled in such a program in the same enrollment category as during the regular school year. Space-required and Space-Guaranteed students will be served as provided for in their IEP's. Space-available students will be served according to their IEP's if space (as defined in the DoDEA 1030.1) is available. In no instance will space be created (e.g., staff hired) solely to support space-available students.

For tuition-paying students who are served during the extended (summer) session, no additional tuition is charged.

The above program is in conjunction to the regular school year and is not to be confused with regular summer school.

Summer school classes are offered at some DoDDS institutions and separate enrollment instructions are sent to participating schools.

Chapter 8 – HOME SCHOOLING



DoDDS encourages families who wish to home school their children to communicate their desire to the local military community commander to determine if there are policies or other rules that ensure that home schooling practices meets host nation or state requirements.

A host nation, state, commonwealth, or territory where a DoD sponsor is stationed may impose legal requirements on home schooling practices. DoDEA encourages DoD sponsors who wish to home school their dependents to communicate their desire to their commanders to determine if there are any command policies or other rules ensuring that home schooling practices meet host nation, state, commonwealth, or territory requirements. Sponsors are responsible for complying with applicable local requirements.

DoDDS does not provide home school materials. Obtaining these materials is the responsibility of the sponsor wishing to home school his or her dependent children. However, DoDDS will loan surplus textbooks to parents if those materials would be helpful to the home school program.

In accordance with USAREUR Memorandum dated 23 Oct, 2000 all eligible command sponsored student not attending a DoDDS facility within USAREUR must complete registration requirements through the community schools officer.

#### **Availability of Auxiliary Services of the Defense Dependents' Education System who are Home School Students**

A recent change to section 1407 of the Defense Dependents' Education Act of 1978 states the following; "A dependent who is educated in a home school setting, but who is eligible to enroll in a school of the Defense Dependents Education System, shall be permitted to use or receive auxiliary services of that school without being required to either enroll in that school or register for a minimum number of courses offered by that school. The dependent may be required to satisfy other eligibility requirements applicable to students actually enrolled in that school who use or receive the same auxiliary services".

Tuition paying sponsors will have to pay tuition for Auxiliary Services effective School Year 2007/2008. The term auxiliary services includes registration in individual courses, use of academic resources, access to the library of the school, after hour's use of the school facilities, and participation in music, sports and other extra curricular and interscholastic activities.

Tuition for extra curricular activities will be charged as a set rate per semester, regardless of how many activities a home schooled student participates in. For activities that begin in the first semester and end in the second semester, tuition will be charged once in the first semester. No student will be charged twice for an activity that crosses both semesters. Extra curricular tuition rates can be found at the end of chapter 9.

Regarding extra curricular sports, tuition is due no later than two weeks after the first official day of practice. No tuition will be due if the student does not make the team. If a student does make the team, a tuition refund will not be granted if the student is removed from the team due to disciplinary action or injury.



Procedures for the implementation of the Public Law change have not been completed. Questions on Home Schooling should be directed to the Chief of Staff office (DSN 338-7812 or Germany civilian 0611-380-7812)

Enrollment in DoDDS whether full or part time requires immunizations or appropriate waiver by medical or religious authority.

Any home-schooled student wishing to compete in any DoDDS sponsored athletic program must contact DoDDS-Europe Chief of Staff office either by email, DoDDS-E.Hotline@eu.dodea.edu or in writing via fax, Germany civilian +49-611-380-7685 or by mail to Directors offices DoDDS-Europe, Attn: Chief of Staff Office, Unit 29649, Box 7000, APO AE 09096. When sending correspondence please include the student's name, what school the student will attend, if enrolled what category would the student be, i.e. space required and the nature of the request.

## Chapter 9 – PART TIME ENROLLMENT



**Space-Required. Tuition-Free**

DoD dependents in any grade are authorized to enroll tuition-free on a part-time basis.

**Space-Required, Tuition paying, Space-Created Tuition Paying, and Space-Available. Tuition-Paying**

Both Federally Connected and Non-Federally Connected tuition-paying sponsors may enroll their family members on a part-time basis. Effective SY07/08 advance tuition payment will be made based on the number of classes that a student attends. Effective SY08/09 hourly rates for students enrolled in Preschool Services Children with Disability (PSCD) now have a hourly tuition rate based on weekly educational services. In order to determine the amount of tuition that is due, eligibility documents will have to be provided the school at the time of pre-registration. For Home-Schooled students eligibility documents are required to be turned in to determine the correct tuition. See attachments at the end of this chapter for tuition rates. Students attending 6 classes or more will be assessed the full tuition rate. Extra Curricular participation will be charged tuition based on a set rate per semester, regardless of the number of activities a student participates in, and is an additional charge for students who participate in 3 or fewer classes. For extra curricular programs/activities that begin in the first semester and end in the second semester, tuition will be charged once in the first semester. No student will be charged twice for a program/activity that crosses both semesters. No decrease in tuition if late enrollment during class period. Refunds may be payable for every quarter that the student doesn't attend. Extra Curricular tuition payments are nonrefundable for early withdrawals for any reason, to include removal from an activity due to disciplinary action or injury. Auditing courses (attending courses on a non-credit basis to avoid the payment of tuition) is not authorized.

**Category 3 Non Command-Sponsored (Space-Available)**

DoD dependents may be enrolled part-time on a tuition-free basis.

**Postgraduate Students**

Postgraduate students, regardless of sponsor's status, may be enrolled on a tuition-paying basis only. If the student enrolls for half-day attendance or less, half of the applicable full time rate (high school) will be charged. If the student enrolls for more than half-day attendance, the grade 12 tuition rates will be charged. The sponsor's status will determine whether to charge the federally connected or non-federally connected space available rate.

**Bus Service**

DoDDS has no obligation to provide special bus service for the benefit to students who are enrolled part-time. However, as a general rule, it is appropriate to allow students who are enrolled part-time to use our buses when they would come to or leave our schools at times, which are consistent with our bus schedules.

**What is Part Time?**

Part-time enrollment is based on less than normal instructional day for the student's grade of enrollment in a particular school and is based on the whole class period.

## Part time “Federally” connected rate

<b>PART TIME ENROLLMENT - Federally Connected</b> = class that last the entire school year						
Category	1 class	2 Classes	3 Classes*	4 Classes	5 Classes	6-7 Classes
Sure Start and Full Day Kindergarten	\$2,733	\$5,465	\$8,198	\$10,930	\$13,663	\$19,128
Grades 1-6	\$2,733	\$5,465	\$8,198	\$10,930	\$13,663	\$19,128
Grades 7-8	\$2,877	\$5,753	\$8,630	\$11,506	\$14,383	\$20,136
Grades 9-12	\$3,021	\$6,041	\$9,062	\$12,082	\$15,103	\$21,144
<b>PART TIME ENROLLMENT - Federally Connected</b> = class that last 1 semester						
Category	1 class	2 Classes	3 Classes*	4 Classes	5 Classes	6-7 Classes
Sure Start and Full Day Kindergarten	\$1,366	\$2,733	\$4,099	\$5,465	\$6,831	\$9,564
Grades 1-6	\$1,366	\$2,733	\$4,099	\$5,465	\$6,831	\$9,564
Grades 7-8	\$1,438	\$2,877	\$4,315	\$5,753	\$7,191	\$10,068
Grades 9-12	\$1,510	\$3,021	\$4,531	\$6,041	\$7,551	\$10,572
<b>PART TIME ENROLLMENT - Federally Connected</b> = class that last 1 quarter						
Category	1 class	2 Classes	3 Classes*	4 Classes	5 Classes	6-7 Classes
Sure Start and Full Day Kindergarten	\$683	\$1,366	\$2,049	\$2,733	\$3,416	\$4,782
Grades 1-6	\$683	\$1,366	\$2,049	\$2,733	\$3,416	\$4,782
Grades 7-8	\$719	\$1,438	\$2,157	\$2,877	\$3,596	\$5,034
Grades 9-12	\$755	\$1,510	\$2,265	\$3,021	\$3,776	\$5,286

## Part-Time “Non-Federally” Connected rate

<b>PART TIME ENROLLMENT - Non-Federally Connected</b> = class that last the entire school year						
Category	1 class	2 Classes	3 Classes*	4 Classes	5 Classes	6-7 Classes
Sure Start and Full Day Kindergarten	\$2,854	\$5,709	\$8,563	\$11,417	\$14,271	\$19,980
Grades 1-6	\$2,854	\$5,709	\$8,563	\$11,417	\$14,271	\$19,980
Grades 7-8	\$3,005	\$6,010	\$9,015	\$12,021	\$15,026	\$21,036
Grades 9-12	\$3,156	\$6,312	\$9,468	\$12,624	\$15,780	\$22,092
<b>PART TIME ENROLLMENT - Non-Federally Connected</b> = class that last 1 semester						
Category	1 class	2 Classes	3 Classes*	4 Classes	5 Classes	6-7 Classes
Sure Start and Full Day Kindergarten	\$1,427	\$2,854	\$4,281	\$5,709	\$7,136	\$9,990
Grades 1-6	\$1,427	\$2,854	\$4,281	\$5,709	\$7,136	\$9,990
Grades 7-8	\$1,503	\$3,005	\$4,508	\$6,010	\$7,513	\$10,518
Grades 9-12	\$1,578	\$3,156	\$4,734	\$6,312	\$7,890	\$11,046
<b>PART TIME ENROLLMENT - Non-Federally Connected</b> = class that last 1 quarter						
Category	1 class	2 Classes	3 Classes*	4 Classes	5 Classes	6-7 Classes
Sure Start and Full Day Kindergarten	\$714	\$1,427	\$2,141	\$2,854	\$3,568	\$4,995
Grades 1-6	\$714	\$1,427	\$2,141	\$2,854	\$3,568	\$4,995
Grades 7-8	\$751	\$1,503	\$2,254	\$3,005	\$3,756	\$5,259
Grades 9-12	\$789	\$1,578	\$2,367	\$3,156	\$3,945	\$5,523

**Part-Time Extra Curricular Participation**

<b>Extra Curricular Program Participation*</b>	<b>Federally Connected</b>	<b>Non-Federally Connected</b>
PSCD and Sure Start	\$340.00	\$350.00
Full Day Kindergarten and Grades 1-6	\$680.00	\$710.00
Grades 7-8	\$710.00	\$750.00
Grades 9-12	\$750.00	\$780.00

\* Chargeable for 3 classes or less, including home schooled students, payable per semester.

**PSCD, Tuition rates**  
**(Hours are per week)**

**Federally Connected  
PSCD**

	0-4 hours	5-7 hours	8-10 hours	11-13 hours	14 - 16 hours	17+ hours
Annual	\$1,962	\$3,924	\$5,886	\$7,847	\$9,809	\$11,771
Semester	\$981	\$1,962	\$2,943	\$3,924	\$4,905	\$5,886
Quarterly	\$490	\$981	\$1,471	\$1,962	\$2,452	\$2,943

**Non-Federally Connected  
PSCD**

	0-4 hours	5-7 hours	8-10 hours	11-13 hours	14 - 16 hours	17+ hours
Annual	\$2,049	\$4,098	\$6,148	\$8,197	\$10,246	\$12,295
Semester	\$1,025	\$2,049	\$3,074	\$4,098	\$5,123	\$6,148
Quarterly	\$512	\$1,025	\$1,537	\$2,049	\$2,562	\$3,074

Chapter 10 – Enrollment Procedures



Whether you are registering on-line, participating in Spring Registration or registering at the Schools Registration office below you will find information that you must provide to ensure that the correct amount of educational services are provided to your family member(s). Failure to provide current documentation may result in the denial of enrollment or if discovered during a school records inspection, suspension of educational services and back payment of tuition.

To assist the sponsor or spouse in registering a student into our schools the DSE 910-R Registration Questionnaire is provided to the person registering a student into our schools. The questionnaire is used during the registration process to determine the appropriate category of the pupil’s sponsor, to ensure that the current educational services have not changed or to ensure that the eligibility documents required are current. The DSE910-R, in itself, does not grant eligibility. But, if completed properly, it will ensure that:

- Everyone is aware of what category the sponsor qualifies for.
- The student receives the correct amount of educational services that is due.

A quick overview of the DSE910-R form:

DoDDS - EUROPE  
**REGISTRATION QUESTIONNAIRE - For US Military Only**  
**SPONSOR CATEGORY FOR SCHOOL YEAR 2008/2009**

**This questionnaire is to be used during the registration process to determine the appropriate category of the pupil's sponsor, and to enter the data into the Student Information System (SIS). This form in itself does not grant eligibility. Please check the appropriate agency below and attach the documentation required to support enrollment to this form found on the reverse side. Failure to provide current eligibility documents will delay enrollment of the listed student(s). All sponsors enrolled in Categories 2, 3, & 4 are required to sign for the DoDEA regulation 1030.1 (Space available eligibility requirements for education of minor dependents in the overseas area, APRIL 04, 2005) and Category 1G, 1H, 2 & 4 are also required to receive the Tuition payment procedure letter.**

NAME OF STUDENT(s): \_\_\_\_\_  
Please print Last, First, Mi Please print Last, First, Mi

NAME OF STUDENT(s): \_\_\_\_\_  
Please print Last, First, Mi Please print Last, First, Mi

NAME OF STUDENT(s): \_\_\_\_\_  
Please print Last, First, Mi Please print Last, First, Mi

<b>Sponsor Information</b>			
Sponsor name (Please print Last, First, Mi)			
Sponsor work telephone number:			
Sponsor email address:			
<b>Sponsor's agency (please check which one is currently applicable below)</b>			
<input type="checkbox"/>	<b>Army Active Duty</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b> <input type="checkbox"/>
<input type="checkbox"/>	<b>Army Reserves</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b> <input type="checkbox"/>
<input type="checkbox"/>	<b>Army Guard</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b> <input type="checkbox"/>
<input type="checkbox"/>	<b>Navy Active Duty</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b> <input type="checkbox"/>

The DSE910-R form has two parts. The first part identifies the family members that will receive educational services in our schools, the sponsors’ information too include the agency that the sponsor works for.

The other part identifies the documentation that is needed to support enrollment:

**U.S. Military**

*Please circle the appropriated category and provide documents to support this below*

<b>Command Sponsored</b> <i>Space-Required, Tuition-Free</i>		
Code	Description	Documentation Required
1AA	Army Active Duty	A or (A+B or C or D)
1AB	Army Reserves	A or (A+B or C or D)
1AC	Army Guard	A or (A+B or C or D)
1BA	Navy Active Duty	A or (A+B or C or D)
1BB	Navy Reserves	A or (A+B or C or D)
1CA	Marine Active Duty	A or (A+B or C or D)
1CB	Marine Reserve	A or (A+B or C or D)
1DA	Air Force Active Duty	A or (A+B or C or D)
1DB	Air Force Reserve	A or (A+B or C or D)
1DC	Air Force Guard	A or (A+B or C or D)
1EA	Coast Guard Active Duty	A or (A+B or C or D)
1EB	Coast Guard Reserve	A or (A+B or C or D)

<b>Non-Command Sponsored</b> <i>Space-Available, Tuition-Free</i>		
Code	Description	Documentation Required
3AA	Army Active Duty	A+ G or H
3AB	Army Reserves	F+ G or H
3BA	Navy Active Duty	A+ G or H
3BB	Navy Reserves	F+ G or H
3CA	Marine Active Duty	A+ G or H
3CB	Marine Reserve	F+ G or H
3DA	Air Force Active Duty	A+ G or H
3DB	Air Force Reserve	F+ G or H
3EA	Coast Guard Active Duty	A+ G or H
3EB	Coast Guard Reserve	F+ G or H

<b>Secretary of Defense waivers for Military Sponsors.</b> <i>Space-Available, Tuition-Free</i>		
Code	Description	Documentation Required
3GA	Army	E
3GB	Navy	E
3GC	Marine Corps	E
3GD	Air Force	E
3GE	Coast Guard	E

Code	Description	Documentation Required
<b>Security Assistance/Foreign Military Sales Program</b> <i>Space-Required, Tuition-Paying</i>		
1GA	Security Assistance Program	A or (A+B or C or D)
1GB	Foreign Military Sales	A or (A+B or C or D)
<b>Reserve/NG Activated for 179 Days or less</b> <i>Space-Available, Tuition-Paying</i>		
2CA	Reservists activated for 179 days or less	C or (F+G or H)
<b>CONUS base Active Duty Military TDY overseas</b> <i>Space-Available, Tuition-Paying</i>		
2CA	Active Duty TDY overseas from CONUS	C or (F+G or H)

**DOCUMENTATION NEEDED**

- A Sponsor's PCS orders listing family members.
- B Designated Location Movement (DLM) or Dependent Remain overseas (DRO) orders listing family members.
- C DSE Form 803, Confirmation of Status (Military) validated by the Installation Military Personnel Office or Unit/Rear Detachment Commanding Officer
- D Approved Command Sponsorship listing student(s) issued by the Installation Military Personnel Office.
- E **Death of sponsor:** Need death certificate and/or documentation showing sponsor died while entitled to Active Duty pay or compensation. Registration must be made within a 1-year period after death of sponsor. Applicable to students not enrolled in DoDDS or unborn at the time of sponsors death who reaches enrollment age. **Other Secretary of Defense Waivers** granted to groups of students.
- F Reserve orders reflecting activation. CONUS based active duty military TDY orders.
- G **Court order** granting adoption, guardianship, custody or wardship. (2) DSE801 (ILP Affidavit for Court Orders), (3) DoDDS-E approval. **Power of Attorney's** issued by one of the students biological parents, (2) DSE801 (ILP Affidavit for PoA), (3) DoDDS-E approval. Please note that PoA enrollments are only for 90 calendar days. **CONUS base deployments in support of Operation Iraqi or Enduring Freedom (OIF/OEF):**  
Applies to CONUS based single parents, and dual military deployments in support of OIF/OEF. Documentation required is: (1) Memorandum from Unit Commander or first O6 in the chain of command requesting exception to policy for enrollment of deployed family members, (2) deployment orders reflecting the number of days deployed (can also be included in the exception to policy memo), (3) portion of the Family Care Plan reflecting a person who resides in an overseas location as the Family Care Provider (FCP), (4) PoA granting the FCP the right to act on behalf of the deployed sponsor(s) when an emergency arises at the school, (5) DoDDS-E Eligibility POC approval prior to enrollment.

Taking a closer look at the form you will find that this provides:

- (1) What category the sponsor is in,
- (2) If the enrollment is tuition free, and
- (3) The amount of educational services that is due.



The reverse side or additional page of the DSE 910-R lists the required documents to enroll a family member into the school. For example a “1AA” sponsor is considered space-required tuition-free enrollment. The person registering the student will turn in a copy of the sponsors PCS order listing the family members.

To further assist in the registration process here is a list of documents that will be used for each category. Please note that the DoDDS-Europe series forms (DSE 802 verification of civilian employment and DSE 803 Confirmation of military overseas status) are substitute forms used in place of the authorizing document.

### **Space-Required, Tuition-Free enrollment**

#### **Who is authorized to receive this entitlement?**

- A. Permanently assigned active duty military members (Army, Air Force, Navy, Marine, Coast Guard) stationed in an overseas location serving an accompanied tour overseas which authorizes their family members to be transported overseas at US Government expense and the sponsor is receiving overseas housing allowances at the with-dependent rate for the family member(s). The sponsor must reside with the family overseas and their residence is within the school-busing zone.
- B. Full-time CONUS or local hire DoD Civilians paid under appropriated or nonappropriated funds conditions at the start of the student enrollment and are US or Naturalized US citizens. The sponsor must reside with the family overseas and their residence within the school-busing zone to qualify.

#### **What documents are needed to support enrollment?**

- I. Permanently assigned active duty military members stationed overseas with family members listed on orders (including Reservists with family members listed on orders).

<b>Command Sponsored</b>		
<i>Space-Required, Tuition-Free</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
1AA	<b>Army Active Duty</b>	A or (A+B or C or D)
1AB	<b>Army Reserves</b>	A or (A+B or C or D)
1AC	<b>Army Guard</b>	A or (A+B or C or D)
1BA	<b>Navy Active Duty</b>	A or (A+B or C or D)
1BB	<b>Navy Reserves</b>	A or (A+B or C or D)
1CA	<b>Marine Active Duty</b>	A or (A+B or C or D)
1CB	<b>Marine Reserve</b>	A or (A+B or C or D)
1DA	<b>Air Force Active Duty</b>	A or (A+B or C or D)
1DB	<b>Air Force Reserve</b>	A or (A+B or C or D)
1DC	<b>Air Force Guard</b>	A or (A+B or C or D)
1EA	<b>Coast Guard Active Duty</b>	A or (A+B or C or D)
1EB	<b>Coast Guard Reserve</b>	A or (A+B or C or D)

Documentation needed for *initial enrollment* in DoDDS to support eligibility as indicated on the DSE 910SY0809Military

Documentation needed

- A. Sponsor's PCS orders listing family members
- B. Designated Location Movement (DLM) or Dependent Remain Overseas (DRO) orders listing family members.
- C. DSE Form 803, Confirmation of Status (Military) validated by the Installation Military Personnel Office or Unit Rear Detachment or Commanding Officer.
- D. Approved Command Sponsorship listing student(s) issued by the Installation Military Personnel Office or Flight Detachment

Documentation needed for *returning* students:

- DSE 910Y0809Military – Registration Questionnaire
- If current DEROS has expired prior to the start of the new school year the sponsor or spouse needs to turn in one of the below listed documents to support an extension of the sponsors DEROS:
  - Extension of DEROS approved by the Installation Military Personnel Office/Flight/Detachment.
  - (Army Personnel) - Enlisted/Officer Record Brief or print out from a virtual military personnel system reflecting current DEROS.
  - Virtual personnel data from the internet reflecting sponsors name, SSN and updated DEROS information
  - DSE form 803 Confirmation of Status (MILITARY) validated by the Installation Military Personnel Office or unit Commander verifying current DEROS date.

Note: DSE 803 is required every school year for sponsor who has an INDEF DEROS dates.

II. **CONUS hire** DoD Civilians paid under appropriated or nonappropriated funds conditions.

<b>Full-time Sponsor residing with Family</b>		
<i>Space-Required, Tuition-Free</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
1FA	Dept of Army Civilian	(A or A+B) or (C+G or H)
1FB	Dept of Navy Civilian	(A or A+B) or (C+G or H)
1FC	US Marine Civilian	(A or A+B) or (C+G or H)
1FD	US Air Force Civilian	(A or A+B) or (C+G or H)
1FE	US Coast Guard Civilian	(A or A+B) or (C+G or H)
1FF	Def Commissary Agency	(A or A+B) or (C+G or H)
1FG	AAFES/NEX	(A or A+B) or (C+G or H)
1FH	Stars and Stripes	(A or A+B) or (C+G or H)
1FI	Def Audit Agency	(A or A+B) or (C+G or H)
1FJ	Def Contracting Agency	(A or A+B) or (C+G or H)
1FK	Def Fin and Accounting	(A or A+B) or (C+G or H)
1FL	Def Logistics Agency	(A or A+B) or (C+G or H)
1FM	Def Info Systems Agency	(A or A+B) or (C+G or H)
1FN	DoD Intelligence Agencies	(A or A+B) or (C+G or H)
1FO	DoDEA/DoDDS	(A or A+B) or (C+G or H)
1FP	Other	(A or A+B) or (C+G or H)
1FQ	Def Sec Cooperation Agency	(A or A+B) or (C+G or H)
1FR	Def Threat Reduction Agency	(A or A+B) or (C+G or H)
1FS	OSD Missile Defense Agency	(A or A+B) or (C+G or H)
1FT	Def POW/MIA Activity	(A or A+B) or (C+G or H)

Documentation needed for *initial enrollment* in DoDDS to support eligibility as indicated on the DSE 910-R:

- A Sponsor's PCS orders listing family members.
- B Designated Location Movement (DLM) or Dependent Remain overseas (DRO) orders listing family members.
- C DSE Form 802, US Civilian Verification form
- E Not used
- F CONUS based civilian TDY orders.
- G Court order granting adoption, guardianship, custody or wardship. (2) DSE801 (ILP Affidavit for Court Orders), (3) DoDDS-E approval. Power of Attorneys issued by one of the student's biological parents, (2) DSE801 (ILP Affidavit for PoA), (3) DoDDS-E approval. Please note that PoA enrollments are only for 90 calendar days.
- H Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only a copy of the marriage and student's birth certificates are required. If neither parent is biologically connected enrollment is suspended pending receipt of ILP documents listed in "G" above and approval by the Eligibility POC located in DoDDS-E

II. **CONUS Hire** DoD Civilians paid under appropriated or Nonappropriated funds conditions  
(Continued)

Documentation needed for *returning* students:

- DSE 910-R – Registration Questionnaire
- If current DEROS has expired prior to the start of the new school year the sponsor or spouse needs to turn in one of the below listed documents to support an extension of the sponsors DEROS:
  - Extension of DEROS approved by the servicing HRO/CPO/CPAC/DSOPS.
  - DSE form 802 Verification of Civilian Employment verified by the HRO/CPO/CPAC/DSOPS confirming the sponsors current DEROS.

Note: DSE 802 is required every school year on the first day of school or within 48 hours there after for sponsors who has INDEF DEROS dates.

III. **Local hire** DoD Civilians paid under appropriated or Nonappropriated funds conditions

Documentation submitted must be dated on the first day of attendance or within 48 hours after the first day of attendance to be acceptable for use.

Documentation needed for *initial enrollment* in DoDDS to support eligibility

- DSE 802 Verification of civilian employment form verified by the Human Resource Office (HRO) or Civilian Personnel Office (CPO) or Civilian Personnel Administrative Center (CPAC) or the DoDDS District Superintendent Office Personnel Specialist (DSOPS) confirming entitlements.
- Birth Certificate reflecting biological connection between the child and sponsor. If the Child is biologically connected to the spouse a copy of the marriage and birth certificate is required. When Student ID card is used it must reflect the current sponsor and sponsors current employment status overseas to be usable for connectivity purposes. If neither the sponsor or spouse are biologically connected to the student the enrollment is suspended pending DoDDS-E approval under In Local Parentis conditions.

Documentation needed for *returning* students:

- DSE 910-R – Registration Questionnaire
- DSE 802 Verification of civilian employment form verified by the Human Resource Office (HRO) or Civilian Personnel Office (CPO) or Civilian Personnel Administrative Center (CPAC) or the DoDDS District Superintendent Office Personnel (SDSOP) Specialist servicing the school confirming CONUS hire entitlements.

**Space-Required, Tuition-Paying**

**DoD sponsors assigned to the Military Assistance program (MAP) or Foreign Military Sales program (FMS) whose agencies pays tuition.**

Code	Description	Documentation Required
<b>Security Assistance/Foreign Military Sales Program</b>		
<i>Space-Required, Tuition-Paying</i>		
1GA	<b>Security Assistance Program</b>	A or (A+B or C or D)
1GB	<b>Foreign Military Sales</b>	A or (A+B or C or D)

Documentation needed for *initial enrollment* in DoDDS to support eligibility

- A. Sponsor's PCS orders listing family members.
- B. Designated Location Movement (DLM) or Dependent Remain overseas (DRO) orders listing family members.
- C. DSE Form 803, Confirmation of Status (Military) validated by the Installation Military Personnel Office or Unit/Rear Detachment Commanding Officer
- D. Approved Command Sponsorship listing student(s) issued by the Installation Military Personnel Office.

Also needed is a method of payment for tuition which could consist of either a copy of an authorization for central billing letter (DSE804) or SF1080 or payment in US dollar by personnel/cashier check or money order made payable to the US Treasury DSSN 5570 directly to your school. There maybe times that a FMS/MAPS sponsor is aware that tuition is due. This is the only exception that the student can receive educational services before tuition is paid. Coordination must be made with the DoDDS Tuition Collection office to ensure that tuition is paid in this case.

Documentation needed for *returning* students:

- a. DSE 910-R – Registration Questionnaire
- b. If current DEROS has expired prior to the start of the new school year the sponsor or spouse needs to turn in one of the below listed documents to support an extension of the sponsors DEROS:
  - i. Extension of DEROS approved by the Installation Military Personnel Office/Flight/Detachment.
  - ii. (Army Personnel) - Enlisted/Officer Record Brief or print out from a virtual military personnel system reflecting current DEROS.
  - iii. Virtual personnel data from the internet reflecting sponsors name, SSN and updated DEROS information
  - iv. DSE form 803 Confirmation of Status (MILITARY) validated by the Installation Military Personnel Office or unit Commander verifying current DEROS date.

Note: DSE 802 and 803 is required every school year for sponsor who has an INDEF DEROS dates.

**Space-Created, Tuition-Paying – DoD U.S Contractors.**

Minor dependents of U.S. citizens who have executed contracts with the Department of Defense when the applicable contract authorizes dependent education on a tuition basis in the DoD dependent schools.

<b>Code</b>	<b>Description</b>	<b>Required</b>
1HA	Department of the Army	A+ E or F
1HB	Department of the Navy	A+ E or F
1HC	US Marine Corps	A+ E or F
1HD	US Air Force	A+ E or F
1HE	US Coast Guard	A+ E or F
1HF	Defense Commissary Agency	A+ E or F
1HG	AAFES/NEX	A+ E or F
1HH	Stars and Stripes	A+ E or F
1HI	Def Audit Agency	A+ E or F
1HJ	Def Contracting Agency	A+ E or F
1HK	Def Fin and Accounting Service	A+ E or F
1HL	Def Logistics Agency	A+ E or F
1HM	Def Info Systems Agency	A+ E or F
1HN	National Defense Intelligence	A+ E or F
1HO	DoDEA	A+ E or F
1HP	Other	A+ E or F

Documentation needed for **initial enrollment** in DoDDS to support eligibility

A. Logistical support section of the employees contract providing DoD schooling, or DOCPER Technical Expert Status Accreditation (TESA) agreement memorandum, or DD1172-2 Common Access Id Card Application **issued by DOCPER** or a copy of either the employees Contractor ID card or spouses ID card **issued by DOCPER**.

E. Court order granting adoption, guardianship, custody or wardship. (2) DSE801 (ILP Affidavit for Court Orders), (3) DoDDS-E approval. Power of Attorneys issued by one of the student's biological parents, (2) DSE801 (ILP Affidavit for PoA), (3) DoDDS-E approval. Please note PoA enrollments are only for 90 calendar days.

F. Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only a copy of the marriage and student's birth certificates are required. If neither parent is biologically connected enrollment is suspended pending receipt of ILP documents listed in "E" above and approval is biologically connected enrollment is suspended pending receipt of ILP documents listed in "E" above and by the Eligibility POC located in DoDDS-E

Documentation needed for **returning** students:

- a. DSE 910-R – Registration Questionnaire
- b. If current LSA or ID Card has expired prior to the start of the new school year the sponsor or spouse needs to turn in another LSA or ID Card (issued by DOCPER) to support enrollment.

**Note: The Schools Principal is now required to ascertain space-availability before enrollment. Please refer to Appendix B of this handbook for further enrollment instruction.**

**Space-Available, Tuition Paying (Federally Connected)**

Eligible students whose sponsors qualify under this category are authorized to enroll in DoDDS upon the advance payment of tuition consistent with the local military installation commander's policy concerning access to the installation and pertinent agreements with the host nation, if any. Tuition may be paid by the sponsor or by the sponsor's organization. Students are enrolled as space-available, but because of their sponsors' direct support to the overseas mission of the U.S. Government, receive a higher priority than those dependents enrolled in categories 3 and 4. The District Superintendent may exclude enrollments in this category due to a lack of facilities, medically related services, or unique staff requirements. Dependents enrolled in this category are entitled to services that are currently available in the schools. New enrollees, with known or suspected special need conditions, must be screened by the Case Study Committee to insure availability of required services prior to final enrollment. Enrollments in this category are as follows:

**I. Other U.S. Government Agencies (non-DoD)**

<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
2AA	Other US Govt (non-DoD) i.e:	
	Stated Dep., FAA, FBI, GAO	B or (B+ C or E or F)
	US/Nationalized US w/NATO	

Eligible dependents of a U.S. citizen, employees of non-DoD appropriated funded U.S. Government agencies, stationed overseas, entitled to a living quarters allowance at the "with-dependent" rate, as authorized by the Department of State Standardized Regulations (or are centrally billed). Examples of individuals whose minor dependents are covered by this paragraph include: GSA, AID, State Department, Agriculture, FAA, AEC, U.S. Customs, GAO, Smithsonian, NATO/UN, Treasury etc.

Documentation needed for *initial enrollment* in DoDDS to support eligibility as indicated on the DSE 910-R:

- B Sponsor's PCS orders listing family members. For US citizens assigned to NATO, documentation that identifies the sponsor as a US citizen serving with other Allied Forces
- C DSE Form 802, US Civilian Verification form.
- E Court order granting adoption, guardianship, custody or wardship. (2) DSE801 (ILP Affidavit for Court Orders), (3) DoDDS-E approval. Power of Attorneys issued by one of the student's biological parents, (2) DSE801 (ILP Affidavit for PoA), (3) DoDDS-E approval. Please note PoA enrollments are only for 90 calendar days.
- F. Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only a copy of the marriage and student's birth certificates are required. If neither parent is biologically connected enrollment is suspended pending receipt of ILP documents listed in "E" above and approval is biologically connected enrollment is suspended pending receipt of ILP documents listed in "E" above and by the Eligibility POC located in DoDDS-E

**Space-Available, Tuition Paying (Federally Connected)****I. Other U.S. Government Agencies (Continued).**

Documentation needed for *returning* students:

- DSE 910-R – Registration Questionnaire
- Approved extensions from the sponsors Human Resource Office (HRO) or Civilian Personnel Office (CPO) or Civilian Personnel Administrative Center (CPAC).
- DSE 802 Verification of civilian employment form verified by the HRO or CPO or CPAC.

Note: If space is available enrollment is permissible upon receipt of advance payment of tuition or authorization to participate in the central billing program. If space is not available at the school located near the sponsors' primary residence then registration must be made with another DoD Dependent School (DoDDS) or International/Host Nation/Private school at the sponsor or agencies expense.

**II. Part-time Nonappropriated (NAF) and Part time Appropriated Funds (APF) Employees**

Code	Description	Documentation Required
<b>Part Time Employment</b>		
<i>Space-Available, Tuition-Paying</i>		
2BA	Part time APF or NAF	C+ G or H

Eligible dependents of U.S. citizens or U.S. naturalized citizens who sponsors are employed part- time in either appropriated fund or non-appropriated fund basis.

Documentation needed for *initial enrollment* in DoDDS to support eligibility as indicated on the DSE 910-R:

- C DSE Form 802, US Civilian Verification form
- G Court order granting adoption, guardianship, custody or wardship. (2) DSE801 (ILP Affidavit for Court Orders), (3) DoDDS-E approval. Power of Attorneys issued by one of the student's biological parents, (2) DSE801 (ILP Affidavit for PoA), (3) DoDDS-E approval. Please note that PoA enrollments are only for 90 calendar days.
- H Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only a copy of the marriage and student's birth certificates are required. If neither parent is biologically connected enrollment is suspended pending receipt of ILP documents listed in "G" above and approval by the Eligibility POC located in DoDDS-E

Documentation needed for *returning* students:

- DSE 910-R – Registration Questionnaire
- DSE 802 Verification of civilian employment form verified by the Human Resource Office (HRO) or Civilian Personnel Office (CPO) or Civilian Personnel Administrative Center (CPAC) or the DoDDS District Superintendent Office Personnel Specialist (DSOPS) confirming CONUS hire entitlements. Validation date must be on or within 48 hours of the students first day of attendance every school year to be valid for use.



**Space-Available, Tuition Paying (Federally Connected)****II. Part-time Nonappropriated (NAF) and Part time Appropriated Funds (APF) Employees (Continued)**

Note: If space is available enrollment is permissible upon receipt of advance payment of tuition or authorization to participate in the central billing program. If space is not available at the school located near the sponsors' primary residence then registration must be made with another DoD Dependent School (DoDDS) or International/Host Nation/Private school at the sponsor or agencies expense.

**III. U.S. INTEREST (Example: Red Cross, Boy/Girl Scouts, USO Active Duty TDY, NG/Reservist activated less than 180 Days)**

Code	Description	Documentation Required
2CA	US Interest (i.e. Red Cross, USO, Boy and Girl Scouts,	C+ E or F
	CONUS base TDY*, Reserves* activated 179 days or less)	*D+E or F

Quasi US Government Agencies who have executed contracts or who are employed by organizations that have executed contracts or other agreements with the DoD when the applicable contract or agreement authorizes dependent education on a tuition basis in DoDDS.

Examples of individuals whose minor dependents are covered by this paragraph include: American Red Cross, defense contractors (technical representatives), Boy/Girl Scouts, Stars and Stripes, Radio Free Europe, USO, and university education personnel. This also includes dependents of non-command sponsored DoD sponsors who are in the overseas area on temporary duty or shore leave. Examples are DoD military Reserve personnel activated for less than 180 days, stateside based military or appropriated funds employee in a TDY status overseas, stateside based or appropriated funds civilian deployed overseas with family member.

Documentation needed for **initial enrollment** in DoDDS to support eligibility of individuals whose minor dependents are covered by this paragraph include: American Red Cross, defense contractors (technical representatives), Boy/Girl Scouts, Stars and Stripes, Radio Free Europe, USO, and university education personnel as indicated on the DSE 910-R:

- C. DSE Form 802, US Civilian Verification form.
- D. CONUS based active duty military TDY orders. Reserve orders reflecting activation.
- E. Court order granting adoption, guardianship, custody or wardship. (2) DSE801 (ILP Affidavit for Court Orders), (3) DoDDS-E approval. Power of Attorneys issued by one of the student's biological parents, (2) DSE801 (ILP Affidavit for PoA), (3) DoDDS-E approval. Please note PoA enrollments are only for 90 calendar days.
- F. Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only a copy of the marriage and student's birth certificates are required. If neither parent is biologically connected enrollment is suspended pending receipt of ILP documents listed in "E" above and approval is biologically connected enrollment is suspended pending receipt of ILP documents listed in "E" above and by the Eligibility POC located in DoDDS-E

**Space-Available, Tuition Paying (Federally Connected)****III. U.S. INTEREST (Example: Red Cross, Boy/Girl Scouts, USO Active Duty TDY, NG/Reservist activated less than 180 Days (Continued)).**

Documentation needed for *returning* students:

- DSE 910-R – Registration Questionnaire
- Verification of civilian employment form verified by the Human Resource Office (HRO) or Civilian Personnel Office (CPO) or Civilian Personnel Administrative Center (CPAC) confirming entitlements. Validation date must be on or within 48 hours of the students first day of attendance to be valid for use.

Note: If space is available enrollment is permissible upon receipt of advance payment of tuition or authorization to participate in the central billing program. If space is not available at the school located near the sponsors' primary residence then registration must be made with another DoD Dependent School (DoDDS) or International/Host Nation/Private school at the sponsor or agencies expense.

**VI. FOREIGN SERVICE (Foreign DoD Member serving with NATO, UN, ETC.)**

Code	Description	Documentation Required
2DA	Foreign Service (Foreign mil/civ serving with NATO, UN, etc)	F + G

Eligible dependents of host nation or third country national military or civilian personnel accompanying or serving with the military services overseas, when recommended by the major overseas Commander and approved by the Director, DoDEA, or designee.

Documentation needed for *initial enrollment* in DoDDS to support eligibility as indicated on the DSE 910-R:

- F. Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only a copy of the marriage and student's birth certificates are required. If neither parent is biologically connected enrollment is suspended pending receipt of ILP documents listed in "E" above and approval is biologically connected enrollment is suspended pending receipt of ILP documents listed in "E" above and by the Eligibility POC located in DoDDS-E.
- G. Documentation which identifies the sponsor as a foreign DoD member serving with the Allied Forces.

Documentation needed for *returning* students:

- DSE 910-R – Registration Questionnaire
- Extension of order.

Note: If space is available enrollment is permissible upon receipt of advance payment of tuition or authorization to participate in the central billing program. If space is not available at the school located near the sponsors' primary residence then registration must be made with another DoD Dependent School (DoDDS) or International/Host Nation/Private school at the sponsor or agencies expense.

**Space-Available, Tuition-Free**

<b>Non-Command Sponsored</b>	
<i>Space-Available, Tuition-Free</i>	
<b>Code</b>	<b>Description</b>
3AA	<b>Army Active Duty</b>
3AB	<b>Army Reserves</b>
3BA	<b>Navy Active Duty</b>
3BB	<b>Navy Reserves</b>
3CA	<b>Marine Active Duty</b>
3CB	<b>Marine Reserve</b>
3DA	<b>Air Force Active Duty</b>
3DB	<b>Air Force Reserve</b>
3EA	<b>Coast Guard Active Duty</b>
3EB	<b>Coast Guard Reserve</b>

<b>Secretary of Defense waivers for Military Sponsors.</b>	
<i>Space-Available, Tuition-Free</i>	
<b>Code</b>	<b>Description</b>
3GA	<b>Army</b>
3GB	<b>Navy</b>
3GC	<b>Marine Corps</b>
3GD	<b>Air Force</b>
3GE	<b>Coast Guard</b>

<b>Partnership for Peace (PfP) and Newly Independent States (NIS)</b>	
<i>Space-Available, Tuition-Free</i>	
<b>Code</b>	<b>Description</b>
3PA	Foreign mil/civ Partnership for Peace (PfP) Liaisons at NATO sites - Applicable to SHAPE, Naples, AFNORTH and Garmisch
3PB	Foreign mil/civ from Newly Independent States (NIS), Applicable Ankara, Turkey only

<b>Full-time Sponsor at Different Overseas Location</b>	
<i>Space-Available, Tuition-Free</i>	
<b>Code</b>	<b>Description</b>
3FA	Dept of Army Civilian
3FB	Dept of Navy Civilian
3FC	US Marine Civilian
3FD	US Air Force Civilian
3FE	US Coast Guard Civilian
3FF	DeCA
3FG	AAFES/NEX
3FH	Stars and Stripes
3FI	Def Audit Agency
3FJ	Def Contracting Agency
3FK	Def Fin and Accounting
3FL	Def Logistics Agency
3FM	Def Info Systems Agency
3FN	DoD Intelligence Agencies
3FO	DoDEA/DoDDS
3FP	Other
3FQ	Def Sec Cooperation Agency
3FR	Def Threat Reduction Agency
3FS	OSD Missile Defense Agency
3FT	Def POW/MIA Activity

Minor dependents of US military sponsors, who are stationed in an overseas area, to which their dependents are not authorized transportation at US Government expense. This includes dependents transported at the personal expense by the DoD sponsor to the overseas assignment. Reservists activated for 180 or more days whether they are activated from an overseas location or CONUS. Full time APF or NAF US Citizen or US Naturalized citizens or permanently assigned active duty military whose sponsors live in another overseas location. Please note that the policy that permits families to reside in different overseas location is not applicable in Bahrain school. In Bahrain school enrollment is permissible if tuition is paid and the enrollment is based on category 4 enrollments.

**Space-Available, Tuition-Free****I. Non-Command sponsored U.S. Military**

<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
3AA	<b>Army Active Duty</b>	A+ G or H
3AB	<b>Army Reserves</b>	F+ G or H
3BA	<b>Navy Active Duty</b>	A+ G or H
3BB	<b>Navy Reserves</b>	F+ G or H
3CA	<b>Marine Active Duty</b>	A+ G or H
3CB	<b>Marine Reserve</b>	F+ G or H
3DA	<b>Air Force Active Duty</b>	A+ G or H
3DB	<b>Air Force Reserve</b>	F+ G or H
3EA	<b>Coast Guard Active Duty</b>	A+ G or H
3EB	<b>Coast Guard Reserve</b>	F+ G or H

Documentation needed for *initial enrollment* in DoDDS to support eligibility as indicated on the DSE 910-R:

- A. Sponsor's PCS orders listing family members.
- F. Reserve orders reflecting activation. CONUS based active duty military TDY orders.
- G. Court order granting adoption, guardianship, custody or wardship. (2) DSE801 (ILP Affidavit for Court Orders), (3) DoDDS-E approval. Power of Attorney's issued by one of the students biological parents, (2) DSE801 (ILP Affidavit for PoA), (3) DoDDS-E approval. Please note that PoA enrollments are only for 90 calendar days. CONUS base deployments in support of Operation Iraqi or Enduring Freedom (OIF/OEF): Applies to CONUS based single parents, and dual military deployments in support of OIF/OEF. Documentation required is: (1) Memorandum from Unit Commander or first O6 in the chain of command requesting exception to policy for enrollment of deployed family members, (2) deployment orders reflecting the number of days deployed (can also be included in the exception to policy memo), (3) portion of the Family Care Plan reflecting a person who resides in an overseas location as the Family Care Provider (FCP), (4) PoA granting the FCP the right to act on behalf of the deployed sponsor(s) when an emergency arises at the school, (5) DoDDS-E Eligibility POC approval prior to enrollment.
- H. Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only a copy of the marriage and student's birth certificates are required. If neither parent is biologically connected enrollment is suspended pending receipt of ILP documents listed in "G" above and approval by the Eligibility POC located in DoDDS-E.

Additional document needed: a memorandum from the sponsor confirming the use of the sponsors eligibility entitlements while the sponsor is stationed overseas. This will ensure that a document is on file to support living separately from the sponsor.

Note: This entitlement is not applicable in Bahrain school. Enrollment is permissible if tuition is paid in advance under category 4C enrollment.

**Space-Available, Tuition-Free****I. Non-Command sponsored U.S. Military (Continued)**

Documentation needed for *returning* students:

- DSE 910-R – Registration Questionnaire
- If current DEROS has expired prior to the start of the new school year the sponsor or spouse needs to turn in one of the below listed documents to support an extension of the sponsors DEROS:
  - Extension of DEROS approved by the Installation Military Personnel Office/Flight/Detachment.
  - (Army Personnel) - Enlisted/Officer Record Brief or print out from a virtual military personnel system reflecting current DEROS.
  - Virtual personnel data from the internet reflecting sponsors name, SSN and updated DEROS information
  - DSE form 803 Confirmation of Status (MILITARY) validated by the Installation Military Personnel Office or unit Commander verifying current DEROS date.
- New set of activation orders extending tour for additional 180 days or more.

**Space-Available, Tuition-Free****II. Full-time DoD Sponsor at Different Overseas Location**

<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
3FA	Dept of Army Civilian	A or (C+ G or H)
3FB	Dept of Navy Civilian	A or (C+ G or H)
3FC	US Marine Civilian	A or (C+ G or H)
3FD	US Air Force Civilian	A or (C+ G or H)
3FE	US Coast Guard Civilian	A or (C+ G or H)
3FF	DeCA	A or (C+ G or H)
3FG	AAFES/NEX	A or (C+ G or H)
3FH	Stars and Stripes	A or (C+ G or H)
3FI	Def Audit Agency	A or (C+ G or H)
3FJ	Def Contracting Agency	A or (C+ G or H)
3FK	Def Fin and Accounting	A or (C+ G or H)
3FL	Def Logistics Agency	A or (C+ G or H)
3FM	Def Info Systems Agency	A or (C+ G or H)
3FN	DoD Intelligence Agencies	A or (C+ G or H)
3FO	DoDEA/DoDDS	A or (C+ G or H)
3FP	Other	A or (C+ G or H)
3FQ	Def Sec Cooperation Agency	A or (C+ G or H)
3FR	Def Threat Reduction Agency	A or (C+ G or H)
3FS	OSD Missile Defense Agency	A or (C+ G or H)
3FT	Def POW/MIA Activity	A or (C+ G or H)

**Space-Available, Tuition-Free****II. Full-time DoD Sponsor at Different Overseas Location (Continued)**

Documentation needed for *initial enrollment* in DoDDS to support eligibility as indicated on the DSE 910-R:

- A Sponsor's PCS orders listing family members.
- C DSE Form 803, Confirmation of Status (Military) validated by the Installation Military Personnel Office or Unit/Rear Detachment Commanding Officer
- G Court order granting adoption, guardianship, custody or wardship. (2) DSE801 (ILP Affidavit for Court Orders), (3) DoDDS-E approval. Power of Attorney's issued by one of the students biological parents, (2) DSE801 (ILP Affidavit for PoA), (3) DoDDS-E approval. Please note that PoA enrollments are only for 90 calendar days. CONUS base deployments in support of Operation Iraqi or Enduring Freedom (OIF/OEF): Applies to CONUS based single parents, and dual military deployments in support of OIF/OEF. Documentation required is: (1) Memorandum from Unit Commander or first O6 in the chain of command requesting exception to policy for enrollment of deployed family members, (2) deployment orders reflecting the number of days deployed (can also be included in the exception to policy memo), (3) portion of the Family Care Plan reflecting a person who resides in an overseas location as the Family Care Provider (FCP), (4) PoA granting the FCP the right to act on behalf of the deployed sponsor(s) when an emergency arises at the school, (5) DoDDS-E Eligibility POC approval prior to enrollment.
- H Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only a copy of the marriage and student's birth certificates are required. If neither parent is biologically connected enrollment is suspended pending receipt of ILP documents listed in "G" above and approval by the Eligibility POC located in DoDDS-E.

**Additional document needed: a memorandum from the sponsor confirming the use of the sponsors eligibility entitlements while the sponsor is stationed overseas. This will ensure that a document is on file to support the family members living separately from the sponsor.**

Documentation needed for *returning* students:

- DSE 910-R – Registration Questionnaire
- If current DEROS has expired prior to the start of the new school year the sponsor or spouse needs to turn in one of the below listed documents to support an extension of the sponsors DEROS:
  - Extension of DEROS approved by the servicing HRO/CPO/CPAC/DSOPS.
  - DSE form 802 Verification of Civilian Employment verified by the HRO/CPO/CPAC/DSOPS confirming the sponsors current DEROS.

Note: This entitlement is not applicable in Bahrain school. Enrollment is permissible if tuition is paid in advance under category 4C enrollment. For initial and returning enrollments: If educational and facility space is available enrollment is permissible. If space is not available at the school located near the sponsors' primary residence then registration must be made with another DoD Dependent School (DoDDS) or International/Host Nation/Private school at the sponsor or agencies expense.

**Space-Available, Tuition-Free****III. Secretary of Defense Waivers.**

<b>Secretary of Defense waivers for Military Sponsors.</b>		
<i>Space-Available, Tuition-Free</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
3GA	Army	E
3GB	Navy	E
3GC	Marine Corps	E
3GD	Air Force	E
3GE	Coast Guard	E

Documentation needed for *initial enrollment* in DoDDS to support eligibility as indicated on the DSE 910-R:

E Death of sponsor: Need death certificate and/or documentation showing sponsor died while entitled to Active Duty pay or compensation. Registration must be made within a 1-year period after death of sponsor. Applicable to students not enrolled in DoDDS or unborn at the time of sponsors death who reaches enrollment age.

**Note: DoDDS-Europe Eligibility and Enrollment office will notify the schools of unique waivers as they come in.**

Documentation needed for *returning* students:

- a. DSE 910-R – Registration Questionnaire
- b. No additional documentation is needed for death situations.

Note: For initial and returning enrollments: If educational and facility space is available enrollment is permissible. If space is not available at the school located near the sponsors' primary residence then registration must be made with another DoD Dependent School (DoDDS) or International/Host Nation/Private school at the sponsor or agencies expense.

**Space-Available, Tuition-Free****IV. Partnership for Peace (PfP) and Newly Independent States (NIS)**

<b>Partnership for Peace (PfP) and Newly Independent States (NIS)</b>		
<i>Space-Available, Tuition-Free</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
3PA	Foreign mil/civ Partnership for Peace (PfP) Liaisons at NATO sites - Applicable to SHAPE, Naples, AFNORTH and Garmisch	F + G + H
3PB	Foreign mil/civ from Newly Independent States (NIS), Applicable Ankara, Turkey only	F + G + H

**Space-Available, Tuition-Free**

## IV. Partnership for Peace (PfP) and Newly Independent States (NIS) (Continued)

Explanation: of Category 3P: Partnership for Peace (PfP) program currently in DoDDS; SHAPE, Brussels EHS, AFNORTH ES/HS, and Naples ES/HS. The Newly Independent Nations Waiver (NIS) is applicable at Ankara ES/HS.

Documentation needed for *initial enrollment* in DoDDS to support eligibility as indicated on the DSE 910-R:

- F. Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only a copy of the marriage and student's birth certificates are required. If neither parent is biologically connected enrollment is suspended pending receipt of ILP documents listed in "E" above and approval is biologically connected enrollment is suspended pending receipt of ILP documents listed in "E" above and by the Eligibility POC located in DoDDS-E
- G. Documentation which identifies the sponsor as a foreign DoD member serving with the Allied Forces.
- H. Approval of the position as PfP or NIS from the National Military Representative (NMR), or Allied Joint Force Command HQ Brunssum. Memo Or US Embassy approval Ankara for NIS billets.

Documentation needed for *returning* students:

- a. DSE 910-R – Registration Questionnaire
- b. Extension documents approved by installation commanders office or National Military Representative (NMR), or Allied Joint Force Command HQ Brunssum Memo or US Embassy approval Ankara for NIS billets.

Note for initial and returning enrollments:

Note: For initial and returning enrollments: If educational and facility space is available enrollment is permissible. If space is not available at the school located near the sponsors' primary residence then registration must be made with another DoD Dependent School (DoDDS) or International/Host Nation/Private school at the sponsor or agencies expense.

**Space-Available, Tuition-Paying (Non-Federally Connected)****V. All others**

<b>Others, Non-Federally Connected</b>		
<i>Space-Available, Tuition-Paying</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
4AA	US Citizen	I + J
4BA	Foreign National	I + J
4CA	Other US Citizen (incl Ret mil)	I + J
4DA	Other Foreign National	I + J



**Space-Available, Tuition-Paying (Non-Federally Connected)****V. All others** (Continued)**The following minor dependents of non-federally connected sponsors may be enrolled in DoDDS upon payment of tuition, provided resources are available:**

Dependents of U.S. citizens residing in the overseas area, including dependents of retired personnel, or of deceased personnel not covered under category 3.

Dependents of foreign nationals, when there is no objection from the host nation and when such enrollments do not displace or prevent inclusion of U.S. citizen sponsored minor dependents seeking admission on the same basis at the same time.

**SECURITY CLEARANCE**

Students and parents who require base access registration will not be approved until the installation commander has granted base access. It is the sponsor's responsibility to obtain this clearance through the installation commander's office and the schools are not authorized to assist in this matter. During the base access process, if the installation commander requires submission of a National Agency Check (NAC) cost for the NAC investigation may be charged to the parent. School administrative staff may grant access into the installation for the sole purpose of pre-registration and space availability confirmation.

**Documentation needed for *initial enrollment* in DoDDS to support eligibility as indicated on the DSE 910-R:**

I = Passport

J = Installation pass granting access from the local Installation Commander Office

**Documentation needed for *returning* students:**

- a. DSE 910-R – Registration Questionnaire
- b. New installation access document if expired prior to the start of the new school year.

Note: For initial and returning enrollments: If educational and facility space is available enrollment is permissible. If space is not available at the school located near the sponsors' primary residence then registration must be made with another DoD Dependent School (DoDDS) or International/Host Nation/Private school at the sponsor or agencies expense.

# EXHIBITS



**IN LOCO PARENTIS AFFIDAVIT**  
(To be used with court orders)

I hereby request the enrollment of:

\_\_\_\_\_  
NAME OF CHILD  
BIRTH

\_\_\_\_\_  
DATE OF

\_\_\_\_\_  
NAME OF SCHOOL

I certify that he/she is a full-time resident in my household, which I am standing In Loco Parentis (ILP) to him/her (meaning that I have willfully assumed full parental responsibility and authority for him/her, and the child recognizes the In Loco Parentis position). I am providing more than one-half of his/her support.

As evidence of the In Loco Parentis relationship, I accept financial and educational responsibility for the child named above as if he/she were my natural or legally adopted child. If applicable, I agree to offer as evidence my Federal Income Tax Return, which clearly shows I have claimed the child as a legal dependent.

I agree to immediately notify the school principal if any change should occur in the ILP relationship, which I have with the child.

This affidavit in itself does not attest to the legal status of the child. Usually this affidavit will accompany a court ordered guardianship or custody decree.

I certify, under the laws of the United States of America, that this statement, to the best of my knowledge, is true and correct.

\_\_\_\_\_  
Signature of Sponsor

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Signature of Notary

## IN LOCO PARENTIS FORM (For use with Power of Attorneys)

I hereby request the enrollment of:

\_\_\_\_\_, \_\_\_\_\_  
NAME OF CHILD DATE OF BIRTH

\_\_\_\_\_, \_\_\_\_\_  
NAME OF CHILD DATE OF BIRTH

\_\_\_\_\_, \_\_\_\_\_  
NAME OF CHILD DATE OF BIRTH

NAME OF SCHOOL(s): \_\_\_\_\_

I, \_\_\_\_\_ (rank and name of sponsor) certify that the above listed child(ren) is a full-time resident in my household and I am standing In Loco Parentis (ILP) to/of him/her/them (meaning that I have willfully assumed full parental responsibility and authority for him/her/them, and the child(ren) recognizes the In Loco Parentis position). I am providing more than one-half of his/her/their support.

As evidence of the In Loco Parentis relationship, I am attaching a notarized Power of Attorney signed by one of the child's biological parents an copy of birth certificate of the child(ren). I accept financial and educational responsibility for the child(ren) named above as if he/she/they were my natural or legally adopted child(ren). If applicable, I agree to offer as evidence my Federal Income Tax Return, which clearly shows I have claimed the child(ren) as a legal dependent.

I agree to immediately notify the school principal if any change should occur in the ILP relationship, which I have with the child(ren). I understand that if it is determined that this/these child(ren) has been fraudulently enrolled in the DoD school, the child(ren) shall be withdrawn, and I shall be liable for tuition for the entire time of fraudulent enrollment.

This affidavit in itself does not attest to the legal status of the child.

I certify, under the laws of the United States of America, that this statement, to the best of my knowledge, is true and correct.

\_\_\_\_\_, \_\_\_\_\_  
Signature of Sponsor Date

I have reviewed this request for enrollment based on the stated In Loco Parentis relationship of \_\_\_\_\_ (name of sponsor) and (I am/I am not) satisfied that the sponsor is aware of the requirements of this relationship.

\_\_\_\_\_  
Signature of Commanding Officer/Head of Civilian Agency Or civilian with signature authority (DoDDS DSO) Date

\_\_\_\_\_  
Printed Name of Commanding Officer/Head of Civilian Agency Or civilian with signature authority (DoDDS DSO) Telephone number

**Verification of Civilian Employment**  
***Effective School Year: 2008/2009***

EMPLOYEE'S NAME: \_\_\_\_\_ LAST 4 SSN: \_\_\_\_\_  
Please print Last, First, MI

DSN Telephone number \_\_\_\_\_ Email address \_\_\_\_\_

REQUESTING EMPLOYEE OR SPOUSE SIGNATURE: \_\_\_\_\_

**TO BE COMPLETED BY THE EMPLOYEES CIVILIAN PERSONNEL OFFICE ONLY:**

The employee listed above is a **US Citizen/Green Card bearer**? Yes  No

**Employees Department name** \_\_\_\_\_ (see reverse for explanation)

DoD civilian paid with **Appropriated fund**? Yes  No  Employed full time? Yes  No

DoD civilian paid with **Nonappropriated fund**? Yes  No  Employed full time? Y  N

Employee CONUS hire or receiving CONUS hire entitlements (LQA w/dependent + Civilian Transportation Agreement for the current position) Yes  No

Employees who are locally hired effective date of employment: \_\_\_\_\_

Overseas Tour Expiration Date: \_\_\_\_\_

**Note: *If the overseas tour of duty is indefinite or if the sponsor is a local hire a new form is required to support enrollment on or NLT 48 hours after the first day of attendance.***

***CONUS hires without indefinite DEROS can turn the form into the school during enrollment with a copy of the PCS order originally sending the sponsor overseas or last RAT orders.***

\_\_\_\_\_  
(Printed Name (Last, First Mi) of CPO/HRO/CPAC/DoDDS District HRO representative) and Signature

\_\_\_\_\_  
Contact DSN phone number and email address

\_\_\_\_\_  
Date Form certified

Note: By signing and dating this form you are certifying that the listed information is valid. The form cannot be post dated or certification date purposely left blank. Violation of this policy will directly result in the suspension of educational services being provided to the listed student(s).

**TO BE COMPLETED BY** \_\_\_\_\_ **SCHOOL PERSONNEL ONLY**  
School name

\_\_\_\_\_  
Student Name: Last, First, Mi

\_\_\_\_\_  
Student Name: Last, First Mi.

\_\_\_\_\_  
Student Name: Last, First, Mi.

\_\_\_\_\_  
Student Name: Last, First Mi

\_\_\_\_\_  
Student Name: Last, First Mi.

\_\_\_\_\_  
Student Name: Last, First Mi.

## **Department of Defense agency**

<b>Dept of Army Civilian</b>	<b>Defense Information Systems A</b>
<b>Dept of Navy Civilian</b>	<b>DoD Intelligence Agencies</b>
<b>US Marine Civilian</b>	<b>DoDEA/DoDDS</b>
<b>US Air Force Civilian</b>	<b>Defense Security Cooperation A</b>
<b>US Coast Guard Civilian</b>	<b>Defense Threat Reduction Ager</b>
<b>Defense Commissary Agency</b>	<b>OSD Missile Defense Agency</b>
<b>AAFES/NEX</b>	<b>Defense POW/MIA Activity</b>
<b>Stars and Stripes</b>	<b>Security Assistance Program</b>
<b>Defense Audit Agency</b>	<b>Foreign Military Sales</b>
<b>Defense Contracting Agency</b>	<b>Defense Logistics Agency</b>
<b>Defense Finance and Accounting</b>	

If there is a DoD Agency not listed please contact the Eligibility and Enrollment office DoDDS-Europe via DSN 338-7613 Germany civilian +49(0)611-380-7613 or via email: [DoDDS-E.Eligibility@eu.dodea.edu](mailto:DoDDS-E.Eligibility@eu.dodea.edu)



**Department of Defense agency**

**Army Active Duty**  
**Army Reserves**  
**Army Guard**  
**Navy Active Duty**  
**Navy Reserves**  
**Marine Active Duty**  
**Marine Reserve**  
**Air Force Active Duty**  
**Air Force Reserve**  
**Air Force Guard**  
**Coast Guard Active Duty**  
**Coast Guard Reserve**

If there is a DoD Agency not listed please contact the Eligibility and Enrollment office DoDDS-Europe via DSN 338-7613 Germany civilian +49(0)611-380-7613 or via email: [DoDDS-E.Eligibility@eu.dodea.edu](mailto:DoDDS-E.Eligibility@eu.dodea.edu)



DoDDS - EUROPE  
**REGISTRATION QUESTIONNAIRE - For US Military Only**  
**SPONSOR CATEGORY FOR SCHOOL YEAR 2008/2009**

This questionnaire is to be used during the registration process to determine the appropriate category of the pupil's sponsor, and to enter the data into the Student Information System (SIS). This form in itself does not grant eligibility. Please check the appropriate agency below and attach the documentation required to support enrollment to this form found on the reverse side. Failure to provide current eligibility documents will delay enrollment of the listed student(s). All sponsors enrolled in Categories 2, 3, & 4 are required to sign for the DoDEA regulation 1030.1 (Space available eligibility requirements for education of minor dependents in the overseas area, APRIL 04, 2005) and Category 1G, 1H, 2 & 4 are also required to receive the Tuition payment procedure letter.

NAME OF STUDENT(s): \_\_\_\_\_  
Please print Last, First, Mi Please print Last, First, Mi

NAME OF STUDENT(s): \_\_\_\_\_  
Please print Last, First, Mi Please print Last, First, Mi

NAME OF STUDENT(s): \_\_\_\_\_  
Please print Last, First, Mi Please print Last, First, Mi

<b>Sponsor Information</b>			
Sponsor name (Please print Last, First, Mi)			
Sponsor work telephone number:			
Sponsor email address:			
<b>Sponsor's agency (please check which one is currently applicable below)</b>			
<input type="checkbox"/>	<b>Army Active Duty</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b>
<input type="checkbox"/>	<b>Army Reserves</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b>
<input type="checkbox"/>	<b>Army Guard</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b>
<input type="checkbox"/>	<b>Navy Active Duty</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b>
<input type="checkbox"/>	<b>Navy Reserves</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b>
<input type="checkbox"/>	<b>Marine Active Duty</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b>
<input type="checkbox"/>	<b>Marine Reserve</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b>
<input type="checkbox"/>	<b>Air Force Active Duty</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b>
<input type="checkbox"/>	<b>Air Force Reserve</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b>
<input type="checkbox"/>	<b>Air Force Guard</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b>
<input type="checkbox"/>	<b>Coast Guard Active Duty</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b>
<input type="checkbox"/>	<b>Coast Guard Reserve</b>	<b>Stationed CONUS</b>	<input type="checkbox"/> <b>or Overseas</b>
<i>Please see reverse side for documentation needed to support enrollment</i>			
I verify that the category code and documentation provided is correct			
_____			
signature of sponsor or spouse		Date:	

<b>School verification</b>	
Registrar confirmation of documentation presented is valid to support enrollment	_____
	Registrar initials:
Principal signature and date confirming documentation is valid to support enrollment	
_____	

## U.S. Military

*Please circle the appropriated category and provide documents to support this below*

<b>Command Sponsored</b>		
<i>Space-Required, Tuition-Free</i>		
Code	Description	Documentation Required
1AA	Army Active Duty	A or (A+B or C or D)
1AB	Army Reserves	A or (A+B or C or D)
1AC	Army Guard	A or (A+B or C or D)
1BA	Navy Active Duty	A or (A+B or C or D)
1BB	Navy Reserves	A or (A+B or C or D)
1CA	Marine Active Duty	A or (A+B or C or D)
1CB	Marine Reserve	A or (A+B or C or D)
1DA	Air Force Active Duty	A or (A+B or C or D)
1DB	Air Force Reserve	A or (A+B or C or D)
1DC	Air Force Guard	A or (A+B or C or D)
1EA	Coast Guard Active Duty	A or (A+B or C or D)
1EB	Coast Guard Reserve	A or (A+B or C or D)

<b>Non-Command Sponsored</b>		
<i>Space-Available, Tuition-Free</i>		
Code	Description	Documentation Required
3AA	Army Active Duty	A+ G or H
3AB	Army Reserves	F+ G or H
3BA	Navy Active Duty	A+ G or H
3BB	Navy Reserves	F+ G or H
3CA	Marine Active Duty	A+ G or H
3CB	Marine Reserve	F+ G or H
3DA	Air Force Active Duty	A+ G or H
3DB	Air Force Reserve	F+ G or H
3EA	Coast Guard Active Duty	A+ G or H
3EB	Coast Guard Reserve	F+ G or H

<b>Secretary of Defense waivers for Military Sponsors.</b>		
<i>Space-Available, Tuition-Free</i>		
Code	Description	Documentation Required
3GA	Army	E
3GB	Navy	E
3GC	Marine Corps	E
3GD	Air Force	E
3GE	Coast Guard	E

Code	Description	Documentation Required
<b>Security Assistance/Foreign Military Sales Program</b>		
<i>Space-Required, Tuition-Paying</i>		
1GA	Security Assistance Program	A or (A+B or C or D)
1GB	Foreign Military Sales	A or (A+B or C or D)
<b>Reserve/NG Activated for 179 Days or less</b>		
<i>Space-Available, Tuition-Paying</i>		
2CA	Reservists activated for 179 days or less	C or (F+G or H)
<b>CONUS base Active Duty Military TDY overseas</b>		
<i>Space-Available, Tuition-Paying</i>		
2CA	Active Duty TDY overseas from CONUS	C or (F+G or H)

### DOCUMENTATION NEEDED

- A Sponsor's PCS orders listing family members.
- B Designated Location Movement (DLM) or Dependent Remain overseas (DRO) orders listing family members.
- C DSE Form 803, Confirmation of Status (Military) validated by the Installation Military Personnel Office or Unit/Rear Detachment Commanding Officer
- D Approved Command Sponsorship listing student(s) issued by the Installation Military Personnel Office.
- E **Death of sponsor:** Need death certificate and/or documentation showing sponsor died while entitled to Active Duty pay or compensation. Registration must be made within a 1-year period after death of sponsor. Applicable to students not enrolled in DoDDS or unborn at the time of sponsors death who reaches enrollment age. **Other Secretary of Defense Waivers** granted to groups of students.
- F Reserve orders reflecting activation. CONUS based active duty military TDY orders.
- G **Court order** granting adoption, guardianship, custody or wardship. (2) DSE801 (ILP Affidavit for Court Orders), (3) DoDDS-E approval. **Power of Attorney's** issued by one of the students biological parents, (2) DSE801 (ILP Affidavit for PoA), (3) DoDDS-E approval. Please note that PoA enrollments are only for 90 calendar days. **CONUS base deployments in support of Operation Iraqi or Enduring Freedom (OIF/OEF):** Applies to CONUS based single parents, and dual military deployments in support of OIF/OEF. Documentation required is: (1) Memorandum from Unit Commander or first O6 in the chain of command requesting exception to policy for enrollment of deployed family members, (2) deployment orders reflecting the number of days deployed (can also be included in the exception to policy memo), (3) portion of the Family Care Plan reflecting a person who resides in an overseas location as the Family Care Provider (FCP), (4) PoA granting the FCP the right to act on behalf of the deployed sponsor(s) when an emergency arises at the school, (5) DoDDS-E Eligibility POC approval prior to enrollment.
- H Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only a copy of the marriage and student's birth certificates are required. If neither parent is biologically connected enrollment is suspended pending receipt of ILP documents listed in "G" above and approval by the Eligibility POC located in DoDDS-E.

**DoDDS - EUROPE**  
**REGISTRATION QUESTIONNAIRE for DoD Civilians only**  
**SPONSOR CATEGORY FOR SCHOOL YEAR 2008/2009**

This questionnaire is to be used during the registration process to determine the appropriate category of the pupil's sponsor, and to enter the data into the Student Information System (SIS). This form in itself does not grant eligibility. Please check the appropriate agency below and attach the documentation required to support enrollment to this form found on the reverse side. Failure to provide current eligibility documents will delay enrollment of the listed student(s). All sponsors enrolled in Categories 2, 3, & 4 are required to sign for the DoDEA regulation 1030.1 (Space available eligibility requirements for education of minor dependents in the overseas area, APRIL 04, 2005) and Category 1G, 1H, 2 & 4 are also required to receive the Tuition payment procedure letter.

<b>Students information</b>	
NAME OF STUDENT(s): _____ Please print Last, First, Mi	NAME OF STUDENT(s): _____ Please print Last, First, Mi
NAME OF STUDENT(s): _____ Please print Last, First, Mi	NAME OF STUDENT(s): _____ Please print Last, First, Mi
NAME OF STUDENT(s): _____ Please print Last, First, Mi	NAME OF STUDENT(s): _____ Please print Last, First, Mi

<b>Sponsor Information</b>	
Sponsor name (Please print Last, First, Mi) _____	
Sponsor work telephone number: _____	
Sponsor email address: _____	
<b>Sponsor's agency (please check which one is currently applicable below)</b>	
<input type="checkbox"/> Dept of Army Civilian <input type="checkbox"/> Dept of Navy Civilian <input type="checkbox"/> US Marine Civilian <input type="checkbox"/> US Air Force Civilian <input type="checkbox"/> US Coast Guard Civilian <input type="checkbox"/> Defense Commissary Agency <input type="checkbox"/> AAFES/NEX <input type="checkbox"/> Stars and Stripes <input type="checkbox"/> Defense Audit Agency <input type="checkbox"/> Defense Contracting Agency <input type="checkbox"/> Defense Finance and Accounting	<input type="checkbox"/> Defense Information Systems Agency <input type="checkbox"/> DoD Intelligence Agencies <input type="checkbox"/> DoDEA/DoDDS <input type="checkbox"/> Defense Security Cooperation Agency <input type="checkbox"/> Defense Threat Reduction Agency <input type="checkbox"/> OSD Missile Defense Agency <input type="checkbox"/> Defense POW/MIA Activity <input type="checkbox"/> Security Assistance Program <input type="checkbox"/> Foreign Military Sales <input type="checkbox"/> Defense Logistics Agency <input type="checkbox"/> Other
<i>Please see reverse side for documentation needed to support enrollment</i>	
I verify that the category code and documentation provided is correct	
signature of sponsor or spouse _____	Date: _____

<b>School verification</b>	
Registrar confirmation of documentation presented is valid to support enrollment _____	Registrar initials: _____
Principal signature and date confirming documentation is valid to support enrollment _____	

DSE 910-R ( DoD Civilian) 15 August 2008

## DoD Civilian

*Please circle the appropriated category and provide documents to support this below*

<b>Full-time Sponsor residing with Family</b>		
<i>Space-Required, Tuition-Free</i>		
Code	Description	Documentation Required
1FA	Dept of Army Civilian	(A or A+B) or (C+G or H)
1FB	Dept of Navy Civilian	(A or A+B) or (C+G or H)
1FC	US Marine Civilian	(A or A+B) or (C+G or H)
1FD	US Air Force Civilian	(A or A+B) or (C+G or H)
1FE	US Coast Guard Civilian	(A or A+B) or (C+G or H)
1FF	Def Commissary Agency	(A or A+B) or (C+G or H)
1FG	AAFES/NEX	(A or A+B) or (C+G or H)
1FH	Stars and Stripes	(A or A+B) or (C+G or H)
1FI	Def Audit Agency	(A or A+B) or (C+G or H)
1FJ	Def Contracting Agency	(A or A+B) or (C+G or H)
1FK	Def Fin and Accounting	(A or A+B) or (C+G or H)
1FL	Def Logistics Agency	(A or A+B) or (C+G or H)
1FM	Def Info Systems Agency	(A or A+B) or (C+G or H)
1FN	DoD Intelligence Agencies	(A or A+B) or (C+G or H)
1FO	DoDEA/DoDDS	(A or A+B) or (C+G or H)
1FP	Other	(A or A+B) or (C+G or H)
1FQ	Def Sec Cooperation Agency	(A or A+B) or (C+G or H)
1FR	Def Threat Reduction Agency	(A or A+B) or (C+G or H)
1FS	OSD Missile Defense Agency	(A or A+B) or (C+G or H)
1FT	Def POW/MIA Activity	(A or A+B) or (C+G or H)

<b>Full-time Sponsor at Different Overseas Location</b>		
<i>Space-Available, Tuition-Free</i>		
Code	Description	Documentation Required
3FA	Dept of Army Civilian	A or (C+ G or H)
3FB	Dept of Navy Civilian	A or (C+ G or H)
3FC	US Marine Civilian	A or (C+ G or H)
3FD	US Air Force Civilian	A or (C+ G or H)
3FE	US Coast Guard Civilian	A or (C+ G or H)
3FF	DeCA	A or (C+ G or H)
3FG	AAFES/NEX	A or (C+ G or H)
3FH	Stars and Stripes	A or (C+ G or H)
3FI	Def Audit Agency	A or (C+ G or H)
3FJ	Def Contracting Agency	A or (C+ G or H)
3FK	Def Fin and Accounting	A or (C+ G or H)
3FL	Def Logistics Agency	A or (C+ G or H)
3FM	Def Info Systems Agency	A or (C+ G or H)
3FN	DoD Intelligence Agencies	A or (C+ G or H)
3FO	DoDEA/DoDDS	A or (C+ G or H)
3FP	Other	A or (C+ G or H)
3FQ	Def Sec Cooperation Agency	A or (C+ G or H)
3FR	Def Threat Reduction Agency	A or (C+ G or H)
3FS	OSD Missile Defense Agency	A or (C+ G or H)
3FT	Def POW/MIA Activity	A or (C+ G or H)

Code	Description	Documentation Required
<b>Security Assistance Program</b>		
<b>Foreign Military Sales</b>		
<i>Space-Required, Tuition-Paying</i>		
1GA	Security Assistance Program	A or (A+ B or C or D)
1GB	Foreign Military Sales	A or (A+ B or C or D)

Code	Description	Documentation Required
<b>Part Time Employment</b>		
<i>Space-Available, Tuition-Paying</i>		
2BA	Part time APF or NAF	C+ G or H
<b>TDY From CONUS</b>		
<i>Space-Available, Tuition-Paying</i>		
2CA	TDY overseas from the US	F+ G or H

**DOCUMENTATION NEEDED**

- A Sponsor's PCS orders listing family members.
- B Designated Location Movement (DLM) or Dependent Remain overseas (DRO) orders listing family members.
- C DSE Form 802, US Civilian Verification form
- E Not used
- F CONUS based civilian TDY orders.
- G **Court order** granting adoption, guardianship, custody or wardship. (2) DSE801 (ILP Affidavit for Court Orders), (3) DoDDS-E approval. **Power of Attorneys** issued by one of the student's biological parents, (2) DSE801 (ILP Affidavit for PoA), (3) DoDDS-E approval. Please note that PoA enrollments are only for 90 calendar days.
- H Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only a copy of the marriage and student's birth certificates are required. If neither parent is biologically connected enrollment is suspended pending receipt of ILP documents listed in "G" above and approval by the Eligibility POC located in DoDDS-E

**DoDDS - EUROPE**  
**REGISTRATION QUESTIONNAIRE for US contractors and all others**  
**SPONSOR CATEGORY FOR SCHOOL YEAR 2008/2009**

This questionnaire is to be used during the registration process to determine the appropriate category of the pupil's sponsor, and to enter the data into the Student Information System (SIS). This form in itself does not grant eligibility. Please check the appropriate agency below and attach the documentation required to support enrollment to this form found on the reverse side. Failure to provide current eligibility documents will delay enrollment of the listed student(s). All sponsors enrolled in Categories 2, 3, & 4 are required to sign for the DoDEA regulation 1030.1 (Space available eligibility requirements for education of minor dependents in the overseas area, APRIL 04, 2005) and Category 1G, 1H, 2 & 4 are also required to receive the Tuition payment procedure letter.

**Students Information**

NAME OF STUDENT(S):	Please print Last, First, MI	Please print Last, First, MI
NAME OF STUDENT(S):	Please print Last, First, MI	Please print Last, First, MI

**Sponsor Information**

Sponsor name (Please print Last, First, MI)	Sponsor telephone number:
Sponsor email address:	

**Sponsor's agency (please check which one is currently applicable below)**

*Please see reverse side for documentation needed to support enrollment*

<p><b>DoD Contractors</b></p> <p><i>Space-Created, Tuition Paying</i></p> <p><input type="checkbox"/> Department of the Army</p> <p><input type="checkbox"/> Department of the Navy</p> <p><input type="checkbox"/> US Marine Corps</p> <p><input type="checkbox"/> US Air Force</p> <p><input type="checkbox"/> US Coast Guard</p> <p><input type="checkbox"/> Defense Commissary Agency</p> <p><input type="checkbox"/> AAFES/NEX</p> <p><input type="checkbox"/> Stars and Stripes</p> <p><input type="checkbox"/> Defense Audit Agency</p> <p><input type="checkbox"/> Defense Contracting Agency</p> <p><input type="checkbox"/> Defense Finance and Accounting</p> <p><input type="checkbox"/> Defense Logistics Agency</p> <p><input type="checkbox"/> Defense Information Systems Agency</p>	<p><input type="checkbox"/> DoDEA/DoDDS</p> <p><input type="checkbox"/> National Defense Intelligence</p> <p><input type="checkbox"/> Other</p>	<p><b>Others, Federally Connected</b></p> <p><i>Space-Available, Tuition-Paying</i></p> <p><input type="checkbox"/> Other US Govt (non-DoD) i.e: Stated Dep., FAA, FBI, GAO</p> <p><input type="checkbox"/> US/Nationalized US w/NATO</p> <p><input type="checkbox"/> US Interest (i.e. Red Cross, USO, Boy and Girl Scouts, CONUS base TDY, Reserves activated 179 days or less)</p> <p><input type="checkbox"/> Foreign Service (Foreign mil/civ serving with NATO, UN, etc)</p> <p><input type="checkbox"/> US Citizen</p> <p><input type="checkbox"/> Foreign National</p> <p><input type="checkbox"/> Other US Citizen (incl Ret mil)</p> <p><input type="checkbox"/> Other Foreign National</p>	<p><b>Allied Nations (Mons, Belgium only)</b></p> <p><i>Space-Required, Tuition-free</i></p> <p><input type="checkbox"/> Minor dependents of foreign military members assigned to the Supreme Headquarters Allied Powers, Europe (SHAPE)</p>	<p><b>Partnership for Peace (PTP) and Newly Independent States (NIS)</b></p> <p><i>Space-Available, Tuition-Free</i></p> <p><input type="checkbox"/> Foreign mil/civ Partnership for Peace (PTP) Liaisons at NATO sites - Applicable to SHAPE, Naples, AFNORTH and Garmisch Foreign mil/civ from Newly Independent States (NIS), Applicable Ankara, Turkey only</p>
<p>signature of sponsor or spouse and Today's date _____</p>		<p>Principal signature and date validating documentation _____</p>		
<p>I verify that the category code and documentation provided is correct</p>		<p>Registrar initials confirming receipt of enrollment documents _____</p>		

DSE 910-R (Contractors/Others) 15 August 2008 - reverse side updated 18Aug08

## DoD Contractors and Others

*Please circle the appropriated category and provide documents to support this below*

<b>DoD Contractors</b> <i>Space-Created, Tuition Paying</i>		<b>Documentation Required</b>
<b>Code</b>	<b>Description</b>	
IHA	Department of the Army	A + E or F
IHB	Department of the Navy	A + E or F
IHC	US Marine Corps	A + E or F
IHD	US Air Force	A + E or F
IHE	US Coast Guard	A + E or F
IHF	Defense Commissary Agency	A + E or F
IHG	AAFES/NEX	A + E or F
IHH	Stars and Stripes	A + E or F
IHI	Def Audit Agency	A + E or F
IHL	Def Contracting Agency	A + E or F
IHK	Def Fin and Accounting Service	A + E or F
IHL	Def Logistics Agency	A + E or F
IHM	Def Info Systems Agency	A + E or F
IHN	National Defense Intelligence	A + E or F
IHO	DoDEA	A + E or F
IHP	Other	A + E or F

<b>Others, Federally Connected</b> <i>Space-Available, Tuition-Paying</i>		<b>Documentation Required</b>
<b>Code</b>	<b>Description</b>	
2AA	Other US Govt (non-DoD) i.e.: Stated Dep, FAA, FBI, GAO	B or (B + C or E or F)
	US/Nationalized US w/NATO	
2CA	US Interest (i.e. Red Cross, USO, Boy and Girl Scouts, CONUS base TDY*, Reserves* activated 179 days or less)	C + E or F *D+E or F
2DA	Foreign Service (Foreign mil/civ serving with NATO, UN, etc)	F + G

<b>Allied Nations (Mons, Belgium only)</b> <i>Space-Required, Tuition-free</i>		<b>Documentation Required</b>
<b>Code</b>	<b>Description</b>	
IMA	Minor dependents of foreign military members assigned to the Supreme Headquarters Allied Powers, Europe (SHAPE)	F + G + H + K

<b>Others, Non-Federally Connected</b> <i>Space-Available, Tuition-Paying</i>		<b>Documentation Required</b>
<b>Code</b>	<b>Description</b>	
4AA	US Citizen	I + J
4BA	Foreign National	I + J
4CA	Other US Citizen (incl Ret mil)	I + J
4DA	Other Foreign National	I + J

<b>Partnership for Peace (PfP) and Newly Independent States (NIS)</b> <i>Space-Available, Tuition-Free</i>		<b>Documentation Required</b>
<b>Code</b>	<b>Description</b>	
3PA	Foreign mil/civ Partnership for Peace (PfP) Liaisons at NATO sites - Applicable to SHAPE, Naples, AFNORTH and Garmisch	F + G + H
3PB	Foreign mil/civ from Newly Independent States (NIS), Applicable Ankara, Turkey only	F + G + H

### DOCUMENTATION NEEDED

- A** Logistical support section of the employees contract providing DoD schooling, or DOCKER Technical Expert Status Accreditation (TESA) agreement memorandum, or DD1172-2 (Common Access Id Card Application issued by DOCKER or a copy of either the employees Contractor ID card or spouses ID card issued by DOCKER.  
Note: If space is not available the schools will provide further options as other DoDDS or English speaking off base schools.
- B** Sponsor's PCS orders listing family members. For US citizens assigned to NATO, documentation that identifies the sponsor as a US citizen serving with other Allied Forces
- C** DSE Form 802, US Civilian Verification form.
- D** CONUS based active duty military TDY orders. Reserve orders reflecting activation.
- E** **Court order** granting adoption, guardianship, custody or wardship, (2) DSE801 (ILP Affidavit for Court Orders), (3) DoDDS-E approval. **Power of Attorneys** issued by one of the student's biological parents, (2) DSE801 (ILP Affidavit for PoA), (3) DoDDS-E approval. Please note PoA enrollments are only for 90 calendar days.
- F.** Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only a copy of the marriage and student's birth certificates are required. If neither parent is biologically connected enrollment is suspended pending receipt of ILP documents listed in "E" above and approval is biologically connected enrollment is suspended pending receipt of ILP documents listed in "E" above and by the Eligibility POC located in DoDDS-E
- G** Documentation which identifies the sponsor as a foreign DoD member serving with the Allied Forces.
- H** Approval of the position as PfP or NIS from the National Military Representative (NMR), or Allied Joint Force Command HQ Brunssum. Memo or US Embassy approval Ankara for NIS billets.
- I** Passport
- J** Installation pass granting access from the local Installation Commander's Office
- K** USNMR/Base Commander validation.

## **TUITION PAYMENT PROCEDURES LETTER**

Dear Sponsor:

It has been determined that the student(s) that you have registered may attend at DoDDS only on a tuition-paying basis. This letter is to advise you of the procedures you must follow to complete the enrollment process. It is highly recommended that you carefully read the "Late Enrollment/Early Withdrawal Policies" section of this letter before you proceed with the enrollment process. It is also required for all space available enrollments to receive a copy of the DoDEA regulation 1030.1 (Space-Available Eligibility Requirements for Education of Minor Dependents in Overseas Areas, September 20, 2006), and sign the appropriate attachment to the DoDEA Regulation 1030.1.

### **TUITION-PAYMENT PROCEDURES**

The school administration should have confirmed your eligibility, which governs the payments methods that is afforded to you. If the school administration has confirmed that you qualify to participate in payment of the tuition costs for your dependent(s) through the Central Billing Program, you must provide a Central Billing Authorization Letter (CBL) before your dependent(s) can start school. The school registrar/tuition clerk can provide you with a copy of our Central Billing Letter Format, DSE Form 804. This is the only letter format acceptable. No other letter will be accepted, and your dependent may not attend school until a proper letter is provided.

If your agency or you elect not to participate in the Central billing program the tuition is to be paid before your dependent(s) can start classes, and after that on the first day of each semester or quarter, and in accordance with the procedures outlined below.:

Ask the registrar or cashier to tell you the amount of tuition now due. The minimum amount payable is the balance of the current semester. If for some reason you are unable to pay by the semester you may request to make payments by the quarter. Before quarterly payments are made you must request it in writing (writing) explaining the circumstance and the request must go through the school to their District Office for determination. The District office must approve the request before quarterly payments are made.

Present the school CASHIER (not the registrar) with a US dollar personal check, a certified bank check, or a money order which is made payable to Treasurer of the United States-DSSN 5570, in the exact amount provided to you by the registrar or cashier. Checks made out in any other manner will not be accepted. Cash will not be accepted under any circumstances. Currently we do not have electronic funds transfer capability nor do we accept credit cards as a method of payment.

Return to the registrar with the receipt given you by the cashier, and present it to the registrar. When the registrar is finished with the receipt, it will be returned to you for your records. The registration process is complete once this is done.

### **U.S. CONTRACTORS**

If your agencies U.S. contract or your ID card expires during the school year your eligibility category will change and you will not be covered under the CBL (if applicable), and the amount of tuition will increase. It is your responsibility to keep your employment information current. Failure to adhere to this policy may result in the suspension of educational services of your family member(s) at the end of the affected quarter.

### **RETURN CHECK POLICY**

All returned checks must be redeemed through a bank check or money order within 2 school days of notification or the student will be withdrawn. If your bank is responsible for the check being returned please present a letter from you banking institution in order to pay by personnel (personal) check.

## **LATE ENROLLMENT/EARLY WITHDRAWAL POLICIES**

The following summary is provided for your information. If you do not understand any part of it, please ask the registrar or school officials for clarification:

Late Enrollments. A reduction in tuition is given for enrollments, which occur after the third or sixth week of a school quarter. The amount of the reduction represents 3 weeks and 6 weeks of tuition respectively. No other discounts or reductions are possible.

Early-Permanent Withdrawals. **Attendance of one day during the quarter requires payment for the entire quarter.** If a student withdraws permanently (i.e., for the remainder of the school year) only the portion of the semester's tuition attributable to the second or fourth quarter is refundable. For example: Tuition paid in advance for first semester and student withdraws during the first quarter, only the second quarter is refundable. In the same example, if the full year were paid, the second semester would also be refundable.

The only exception to the above mentioned refund policy would be if the student were withdrawn at the school's request. In this case, a refund would be prorated based upon the end of the last week of actual attendance.

Students changing status from tuition paying to tuition free are processed refunds from the end of the three-week period within the quarter in which their status changed.

The processing of a refund is predicated on the initial collection clearing the sponsor's account (for personnel (personal) checks). This process requires approximately 6 to 8 weeks. The process can be shortened if you provide a copy of the negotiated check or bank statement reflecting the check clearing the account.

Refunds will be made only to the individual or organization that made the original payment, and upon that individual's or organization's written request that includes a mailing address for the check.

It is suggested that you retain this letter for further reference. If you have any questions relating to tuition that cannot be answered by school personnel, please do not hesitate to contacting the Tuition Collection office by calling Germany civilian +49 (0) 611-380-7360, or DSN 338-7360.

Respectfully,

**Mrs. Lorrie Eidem**  
**Accounting Officer**  
**DoDDS-Europe**





**DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY**  
4043 NORTH FAIRFAX DRIVE  
ARLINGTON, VIRGINIA 22203-1635

Policy and Legislation

DoDEA Regulation 1030.1  
April 4, 2005

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
REGULATION**

**SUBJECT:** Space-Available Eligibility Requirements for Education of Minor Dependents in Overseas Areas

- References.** (a) DS Regulation 2030.1, "Space-Available Eligibility Requirements for Education of Minor Dependents in Overseas Areas," July 18, 1984 (hereby canceled)
- (b) Section 921-932 of title 20, United States Code, Overseas Defense Dependents' Education
- (c) DoD Directive 1342.13, "Eligibility Requirements for Education of Minor Dependents in Overseas Areas," July 8, 1982, as amended
- (d) DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," December 16, 2003
- (e) Section 1535 of title 31, United States Code, "The Economy Act"
- (f) DS Administrative Instruction 7200.1, "Non-DoD Tuition Program," September 21, 1995

**1. REISSUANCE AND PURPOSE**

This Regulation reissues reference (a) to update policy and responsibilities regarding the admission of space-available minor dependents in Department of Defense Dependents Schools (DoDDS) under references (b), (c), and (d).

**2. APPLICABILITY**

This Regulation applies to the Office of the Director, Department of Defense Education Activity (DoDEA); the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); and all DoDDS District Superintendents, School Principals, Teachers, and Support Staff.

### 3. DEFINITIONS

The terms used in this Regulation are defined in enclosure 1.

### 4. POLICY

It is DoDEA policy that:

4.1. Enrollment of space-available minor dependents in DoDDS will be consistent with the enrollment priorities described in references (b) and (c).

4.2. To ensure that space is available as defined in this Regulation, a sponsor seeking to enroll a dependent on a space-available basis in DoDDS will provide the school principal with the following records prior to approval for enrollment: (1) educational records, (2) assessment records, (3) disciplinary records, (4) records concerning special needs of the child (e.g. reading, special education, English as a Second Language, compensatory education, gifted), and (4) any additional records specified by the school principal. If a sponsor fails to provide all relevant information in an accurate, complete and timely manner, the dependent may be denied admission to, or disenrollment from a DoDDS school.

4.3. Minor dependents may be enrolled on a space-available basis in a DoDDS school when it is determined the school and/or district has space that exceeds the space required by the school and/or district to meet the educational needs of space-required dependents. The criteria for determining if a school and/or district have space availability will include the following:

#### 4.3.1. Physical Space

4.3.1.1. A school shall not construct physical space solely to accommodate the enrollment of a space-available minor dependent.

4.3.1.2. A school shall not lease additional space solely to accommodate the enrollment of a space-available minor dependent.

#### 4.3.2. Manpower

4.3.2.1. Manpower allocated to a school to meet its student-teacher staffing ratios and to support its instructional programs will be used to determine enrollment eligibility for space-available students.

4.3.2.2. The district may reallocate manpower to accommodate the enrollment of space-available students if the reallocation does not jeopardize any space-required students.

4.3.2.3. A school and/or district are not authorized to expend funds to relocate personnel for the sole purpose of accommodating the enrollment of a space-available student.

4.3.2.4. A district may reallocate or share manpower within the district to accommodate space-available minor dependents when the reallocation or sharing does not exceed the manpower allocation of the district.

4.3.2.5. A school may not circumvent manpower limitations by the use of contractor services.

#### 4.3.3. Related Services

4.3.3.1. If a school is informed by the servicing military medical facility that provides some of the essential, related services to the school, that the medical facility is unable or unwilling to provide such services on behalf of a space-available minor dependent; space is not available at the school (reference (d)).

4.3.3.2. A school may, but is not required to, enter into agreements with host nation, related service providers when services are not available free of charge from the local military community. In that case, the host nation related service provider will deliver evaluative and other related services as necessary to meet the identification, evaluation, and service requirements set forth in reference (d) when:

4.3.3.2.1. The costs of acquiring additional services are reimbursed under the provisions of the Economy Act reference (e).

4.3.3.2.2. The sponsor of the space-available dependent is employed by a non-DoD Federal Government agency in the overseas area.

4.3.3.2.3. The school is satisfied that the contracted related service provider can provide adequate services to the school consistent with reference (d).

4.3.3.3. A school may not create space by funding a contract with a non-DoD sponsor to provide services to his or her space-available minor dependent.

#### 4.3.4. Supplies, Materials, and Equipment

4.3.4.1. A school may not expend any additional resources to acquire supplies and materials to accommodate the educational program of a space-available student.

4.3.4.2. A school may not expend any additional resources to acquire specialized equipment to accommodate the educational program of a space-available student.

#### 4.3.5. Transportation

4.3.5.1. The lack of available transportation may not be used as the sole criterion for denial of enrollment if a sponsor agrees to transport his or her space-available minor dependent(s) to and from the school, to and from field trips or extra-curricular activities, or provide special education transportation as needed.

4.3.5.2. A school may not add transportation services solely to accommodate space-available minor dependents for daily commuting, field trips, extra-curricular activities, or special education transportation.

4.4. Admission may be denied or enrollment discontinued whenever it is determined that sufficient physical space, manpower, related services, supplies, materials, equipment, and transportation are not available to serve, or to continue to serve, a space-available minor dependent.

4.4.1. The needs of space-available minor dependents will be documented based upon a review of the minor dependent's educational records, assessment records, disciplinary records, and records concerning special needs of the child (e.g., reading, special education, English as a Second Language, compensatory education, gifted education), and any educational records specified by the school principal.

4.4.2. The sponsor of a space-available minor dependent will be notified in writing of the denial of admission or disenrollment of the dependent by the district superintendent.

4.5. Subject to the limitation in subparagraph 4.6., a school may, but is not required to, create space to enroll a space-available minor dependent when the sponsor's organization offers to fund the additional costs of that enrollment.

4.6. Unless otherwise specified in this Regulation, the school may not accept an offer to fund the additional costs of the enrollment where that enrollment would require the school to construct additional space or exceed its manpower authorization.

4.7. When determining eligibility for space-available enrollment, no portion of an educational program may be waived in order to enroll a minor dependent on a space-available basis if the program is required by:

4.7.1. DoD or DoDEA regulations or policies.

4.7.2. An Individualized Education Program (IEP) under reference (d).

4.7.3. Any other plan that requires special services.

4.8. The continued enrollment of a space-available minor dependent is not guaranteed from school year to school year; whether in the next grade level at the current school, or in the next school as defined by the applicable district feeder plan.

4.9. The educational program of each space-available minor dependent will be reviewed prior to the end of each school year to determine his/her needs and the capability of the school to provide for those needs for the following school year.

4.10. Any decisions regarding the capability of a school to provide for the needs of the

student in the following school year are tentative, and serve only to establish the priority (date of application), within the category for which the space-available minor dependent qualifies under reference (c).

4.11. A space-available minor dependent who enrolls in the same school that he/she attended in the previous school year, or who enrolls in a school in the same district shall be given priority of enrollment within his/her enrollment eligibility category under reference (c).

4.12. Each space-available minor dependent within a particular enrollment eligibility category will be considered for enrollment based upon the date on which the sponsor was assigned/hired in the current overseas location.

## 5. RESPONSIBILITIES

5.1. The Director, Department of Defense Education Activity, shall establish tuition rates, tuition payment policies, and debt collection procedures.

5.2. The Director, Domestic Dependent Elementary and Secondary Schools and Department of Defense Dependents Schools, Cuba; the Director, Department of Defense Dependents Schools, Europe; the Director, Department of Defense Dependents Schools, Pacific and Domestic Dependent Elementary and Secondary Schools, Guam; under the authority, direction, and control of the Director, Department of Defense Education Activity, shall:

5.2.1. Comply with the provisions under references (b), (c), (d), (e), and (f).

5.2.2. Authorize, as appropriate, district superintendents to manage enrollment of minor DoD dependents on a space-available basis in their cognizant districts.

5.2.3. Authorize, as appropriate, district superintendents to manage enrollment of other non-DoD minor dependents on a space-available basis in their cognizant districts.

5.2.4. Assign responsibilities for the administration of eligibility requirements in the Area.

5.3. The DoDDS District Superintendents under the authority, direction, and control of the cognizant Area Director shall:

5.3.1. Comply with all provisions under references (b), (c), (d), (e), and (f).

5.3.2. Approve enrollment of each minor DoD dependent on a space-available basis in their district schools.

5.3.3. Approve enrollment of each minor non-DoD dependent in their district schools on a space-available basis.

5.3.4. Approve all disenrollments of space-available minor dependents in district schools based on the availability of resources for space-required dependents or space-available dependents that are eligible in a higher enrollment category.

5.3.5. Assign responsibilities for the administration of eligibility requirements in the district.

5.3.6. Provide guidance to principals for reporting assessments of availability of space in schools.

5.3.7. Provide, in a timely manner, written notice to the sponsor of a space-available minor dependent that space is not available. (See enclosure 5)

5.3.8. Provide written notice to the sponsor of a space-available minor dependent who will be disenrolled because of the nonavailability of space no less than four weeks prior to the date of disenrollment. (See enclosure 6)

5.4. The DoDDS Principals shall:

5.4.1. Assess the availability of space that exists in their school for the enrollment of students on a space-available basis and report the results of their assessment to the cognizant district superintendent in accordance with guidance provided by that superintendent.

5.4.2. Inform the sponsors of space-available minor dependents that enrollment is not guaranteed when the dependent is registered.

5.4.3. Inform sponsors that they must be prepared to make alternative arrangements for the education of their space-available minor dependent(s) if their minor dependent(s) is denied enrollment to, or disenrolled from, a DoDDS school.

5.4.4. Obtain a signed applicable "Notice to Sponsors and Consent to Terms" agreement from every sponsor of a space-available minor dependent as a condition of enrollment in DoDDS. (See enclosures 2 and 4)

5.4.5. Document the needs of each minor dependent prior to enrollment.

5.4.6. Recommend to the district superintendent the disenrollment of space-available minor dependents for whom excess physical space, manpower, related services, supplies, materials, equipment, and transportation are not available.

5.4.7. Document the rationale for disenrolling a space-available minor dependent.

5.4.8. Notify the district superintendent whenever the school determines that funding will be available under the provisions of reference (e) for tuition-paying, space-available minor dependents.

5.4.9. Report manpower used in support of space-available minor dependents to the district superintendent at the end of each school year.

5.4.10. Obtain approval from the district superintendent for educational or related services to serve space-available minor dependents (reference (e)) before submitting for procurement.

5.4.11. Inform the district superintendent when military providers of related services are unable or unwilling to provide related services to minor dependents with special education needs who are enrolled on a space-available basis.

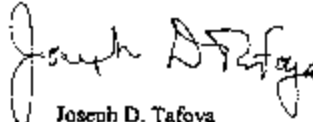
5.4.12. Obtain from sponsors of space-available minor dependents prior to enrollment:

5.4.12.1. All (1) educational records, (2) assessment records, (3) disciplinary records, (4) health records, (5) records concerning special needs of the child (e.g., reading, special education, English as a Second Language, compensatory education, gifted), and (6) any additional records specified by the principal.

5.4.12.2. All required tuition (reference (f)).

## 6. EFFECTIVE DATE

This Regulation is effective immediately.

  
Joseph D. Tafoya  
Director

## Enclosures - 6

- E1. Definitions
- E2. Notice to Sponsors and Consent Terms for Space-Available, Tuition-Paying (Federally Connected) Minor Dependents (Category 2)
- E3. Notice to Sponsors and Consent Terms for Space-Available, Tuition-Free Minor Dependents (Category 3)
- E4. Notice to Sponsors and Consent Terms for Space-Available, Tuition-Paying (non-Federally Connected) Minor Dependents (Category 4)
- E5. Sample Letter of Denial for Space-Available Enrollment
- E6. Sample Letter of Termination for Space-Available Enrollment

**E.1. ENCLOSURE 1**

**DEFINITIONS**

**E1.1. Economy Act.** The Economy Act, 31 U.S.C. 1535, as implemented by the Federal Acquisition Regulation, authorizes one Federal agency (requiring agency, e.g., Department of State) to use its appropriations to fund another Federal agency (servicing agency, e.g., DoDEA) to supply, render, or obtain by contract supplies or services (e.g., tuition) for the requiring agency.

**E1.2. Feeder Plans.** Plans prepared by the Directors, DDESS/DoDDS-Cuba; DoDDS-P/DESS-Guam; and DoDDS-B; that reflect all DoD Dependents Schools overseas and the areas and/or military installations or communities served by each school. Dependents eligible to enroll on a space-required, tuition-free basis are eligible for such enrollment only in schools specified in the feeder plan for a particular geographical area.

**E1.3. Individualized Education Program (IEP).** A written document defining specially designed instruction for a student with a disability, ages 3 through 21 years, inclusive. The IEP is further described in reference (d).

**E1.4. Mannpower.** Full-time equivalent work years that are available to support eligible space-required, tuition-free students and may be used to support space-available, tuition-paying students.

**E1.5. Physical Space.** Classrooms and facilities that support the delivery of education and support services to eligible space-required students.

**E1.6. Records.** All official documents and data that are a chronological and complete history of the instruction, attendance, behavior, health, service, co-curricular and extracurricular activities, and general capability of a student, which are acquired and held, during or prior to, receiving K-12 instruction.

**E1.6.1 Records-Assessment.** All official assessments and evaluations including standardized test results, tests of academic achievement and maturity, tests of basic skills, measures of social maturity, observations by teachers, administrators, professional school staff (e.g., school counselors, school psychologists, school social workers), and similar documents.

**E1.6.2 Records-Disciplinary.** All official documents reflecting the behavior of the student including teacher referrals, correspondence to and from parents regarding behavior, records of suspension and/or expulsion, and related law enforcement or court documents that are part of the student's records.

**E1.6.3. Records-Educational.** All official documents that chart the educational progress of a student including transcripts of grades, report cards, teacher comments, samples of student work, academic awards, letters of recommendations, records of promotion or retention, and like documents.



**E1.6.4. Records-Health.** All official documents related to the physical and mental health of the student including records of immunizations, screening results, physical examinations, referrals to medical or mental health professionals, accident reports, reports from physical and mental health professionals, and similar documents that are part of the student's records.

**E1.6.5. Records-Special Needs and Services.** All official documents relating to special education, ancillary services, supplemental services (e.g. gifted, English as a Second Language, compensatory education), consultations and referrals, test protocols, individual education program forms, assessment plans, evaluations reports and summaries, and like documents.

**E1.7. Related Services.** Services, as required, to assist a child in the educational program. Services may include, but are not limited to: counseling, gifted instruction, orientation and mobility services, health services, English as a Second Language instruction, psychological and medical services. The sources for those services are school, community, and medical treatment facilities.

**E1.8. Space-Available.** The enrollment status afforded a minor dependent who is enrolled in a DoDDS school pursuant to Section 923 of 20 U.S.C., "Space-available enrollment of students, tuition."

**E1.9. Space-Required.** The enrollment status afforded a minor dependent who meets the definition of "dependent" in accordance with references (b) and (u).

**E1.10. Sponsor.** The parent or legal guardian of a child who is enrolled in a DoDDS school pursuant to Section 923 of 20 U.S.C., "Space-available enrollment of students, tuition."

**E1.11. Supplies, Materials, and Equipment.** Textbooks, desks, art, and science materials, specialized equipment, and any other instructional resources required by a student for enrollment in the instructional program.

**E1.12. Transportation.** The daily commute, field trips, extra-curricular activities, or special education transportation.

E2. ENCLOSURE 2  
Notice to Sponsors and Consent Terms  
For  
Space-Available, Tuition-Paying (Federally Connected) Minor Dependents (Category 2)

E2.1. You have applied for the enrollment of your dependent(s) in the Department of Defense Dependents Schools (DoDDS). Your dependent is (are) only entitled to attend DoDDS schools on a space-available, tuition-paying basis under the Defense Dependents' Education Act of 1978, as amended, 20 U.S.C. §§921-932, and its implementing Regulation, DoDEA 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas," September 20, 2006, 32 C.F.R. Part 71. The authority to enroll your dependent, as a space-available student is contingent upon the availability of space as defined by this Regulation.

E2.2. If your dependent(s) is (are) enrolled as space-available, you should be aware of the following conditions of enrollment. Please place your initials on the lines following each applicable paragraph and sign below.

E2.2.1 Enrollment of your dependent(s) may be terminated at any time should the capability of the school to educate your child cease to exist for any reason. The loss of capability may result from many causes. For example, your dependent may be disenrolled because of the enrollment of space-required students. Also, your child might require more services than are available in the school, such as: the services of an individual teacher or aide, medically related services from the supporting military medical facility, or transportation.

\_\_\_\_\_

E2.2.2 Enrollment of your dependent(s) will be denied unless you execute the following by initialing and signing below:

E2.2.2.1. I grant consent to (1) authorize the school to conduct such screenings of my dependent (s) as the school deems necessary to identify any additional services needed, and (2) contact previous schools for educational records.

\_\_\_\_\_

E2.2.2.2. I agree that my dependent(s), once granted enrollment, may be disenrolled upon four weeks notice of the loss of available space for any reason.

\_\_\_\_\_

E2.2.2.3. I agree that if I fail to produce accurate and /or complete records in a timely manner as required by the school, my dependent(s) might be denied enrollment, or disenrolled immediately.

\_\_\_\_\_



E3. ENCLOSURE 3  
Notice to Sponsors and Consent Terms  
For  
Space-Available, Tuition-Free Students (Category 3)

E3.1. You have applied for the enrollment of your dependent(s) in the Department of Defense Dependents Schools (DoDDS). Your dependent(s) is (are) only entitled to attend DoDDS schools on a space –available, tuition–free basis under the Defense Dependents’ Education Act of 1978, as amended, 20 U.S.C. §§921-932, and its implementing Regulation, DoDEA 1342.13, “Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas,” September 20, 2006, 32 C.F.R. Part 71. The authority to enroll your dependent, as a space-available, tuition –free basis is contingent upon the availability of space as defined by this Regulation.

E3.2. If your dependent(s) is (are) enrolled as space-available, you should be aware of the following conditions of enrollment. Please place your initials on the lines following each applicable paragraph and sign below.

E3.2.1 Enrollment of your dependent(s) may be terminated at any time should the capability of the school to educate your child cease to exist for any reason. The loss of capability may result from many causes. For example, your dependent may be disenrolled because of the enrollment of space-required students or space-available students who are eligibility for enrollment at a higher priority than your child (in accordance with DoD Directive 1342.13). Also, your child might require more services than are available in the school, such as: the services of an individual teacher or aide, medically related services from the supporting military medical facility, or transportation.

\_\_\_\_\_

E3.2.2 Enrollment of your dependent(s) will be denied unless you execute the following by initialing and signing below:

E3.2.2.1. I grant consent to (1) authorize the school to conduct such screenings of my dependent (s) as the school deems necessary to identify any additional services needed, and (2) contact previous schools for educational records.

\_\_\_\_\_

E3.2.2.2. I agree that my dependent(s), once granted enrollment, may be disenrolled upon four weeks notice of the loss of available space for any reason.

\_\_\_\_\_

E3.2.2.3. I agree that if I fail to produce accurate and /or complete records in a timely manner as required by the school, my dependent(s) may be denied enrollment, or disenrolled immediately.

\_\_\_\_\_



E4. ENCLOSURE 4  
Notice to Sponsors and Consent Terms  
For

Space-Available, Tuition-Paying (Non-Federally Connected) Minor Dependents (Category 4)

E4.1. You have applied for the enrollment of your dependent(s) in the Department of Defense Dependents Schools (DoDDS). Your dependent(s) is (are) only entitled to attend DoDDS schools on a space-available, tuition-paying basis under the Defense Dependents' Education Act of 1978, as amended, 20 U.S.C. §§921-932, and its implementing Regulation, DoDEA 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas," September 20, 2006, 32 C.F.R. Part 71. The authority to enroll your dependent(s), as a space-available student is contingent upon the availability of space as defined by this Regulation.

E4.2. If your dependent(s) is (are) enrolled as space-available tuition-paying basis, you should be aware of the following conditions of enrollment. Please place your initials on the lines following each applicable paragraph and sign below.

E4.2.1 Enrollment of your dependent(s) may be terminated at any time should the capability of the school to educate your child cease to exist for any reason. The loss of capability may result from many causes, for example, the enrollment of space-required students or space-available students who are eligibility for enrollment at a higher priority than your child (in accordance with DoD Directive 1342.13). Also, your child might require more services than are available in the school, such as: the services of an individual teacher or aide, medically related services from the supporting military medical facility, or transportation.

\_\_\_\_\_

E4.2.2 Enrollment of your dependent(s) will be denied unless you execute the following by initialing and signing below:

E4.2.2.1. I grant consent to (1) authorize the school to conduct such screenings of my dependent (s) as the school deems necessary to identify any additional services needed, and (2) contact previous schools for educational records.

\_\_\_\_\_

E4.2.2.2. I agree that my dependent(s), once granted enrollment, may be disenrolled upon four weeks notice of the loss of available space for any reason.

\_\_\_\_\_

E4.2.2.3. I agree that if I fail to produce accurate and /or complete records in a timely manner as required by the school, my dependent(s) may be denied enrollment, or disenrolled immediately.

\_\_\_\_\_

E4.2.3. In order to provide my dependent(s) with an educational benefit, I agree that I am financially able and I promise to reimburse the school for the costs actually incurred by the school to provide any services that are not covered by the regular tuition and that the school determines my dependent(s) require(s).

\_\_\_\_\_

E4.2.4. I agree to pay tuition at the established Non-Federally-connected rate prior to the admission of my dependent(s) at the DoDDS school here they are enrolled.

\_\_\_\_\_

E4.2.5. I acknowledge that enrollment of my dependent(s) in the school for any portion of the current school year does not constitute any guarantee of continued enrollment in successive school years and that the records and needs of my dependent(s) will be reviewed again to determine if space is available for enrollment in the next school year.

\_\_\_\_\_

E4.2.6. I acknowledge receiving and I understand the Tuition Payment Procedure letter.

\_\_\_\_\_

E4.2.7. The name(s) and grade(s) of each dependent I wish to enroll on a space-available basis, subject to the terms and conditions of this agreement, are:

\_\_\_\_\_  
Dependent Name (Last, First, MI)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Dependent Name (Last, First, MI)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Dependent Name (Last, First, MI)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Dependent Name (Last, First, MI)

\_\_\_\_\_  
Grade

Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution:

Original – Retained by School

Copy – Provided to Sponsor

## Appendix A - Standard Operating Procedures (SOP) for Category 1H Enrollment

EFFECTIVE DATE: This SOP is effective August 13, 2008.

A. PURPOSE: This is to establish the DoDDS-Europe procedures regarding the enrollment of students under Category 1H, US Contractors, Tuition Paying, at DoD schools. This guidance serves to inform DoD school administrators of the enrollment options for US DoD Contractors who qualify for “space created” tuition paying eligibility for category 1H students in Department of Defense Dependents Schools-Europe DoDDS-E. Category 1H students are space-created, tuition-paying meaning space is created for minor dependents of U.S. citizens who are full-time defense contractor personnel. The contractor or the contractor’s agency is responsible for the payment of all tuition, whether the student is enrolled in a DoD school or an international/private day school.

B. APPLICABILITY: These procedures apply to all US DoD Contractor sponsors and their school age minor dependents who seek full or partial enrollment in DoD schools. Additionally, this guidance also applies to children with disabilities who are dependents of DoD contractors.

C. PROCEDURES:

**1. Eligibility documents are required at the time of registration. Any of the following documents are acceptable to confirm eligibility:**

- a) Logistical support section of the employee’s contract providing DoD schooling, or
- b) Technical Expert Status Accreditation (TESA) Agreement memorandum issued only by the Defense Contracting Personnel Office (DOCPER), or
- c) DD1172-2 (Common Access ID Card Application) issued by DOCPER, or
- d) Copy of either the employee’s Contractor’s ID card or spouse’s ID card, if sponsor’s ID card is not available.

**2. Once the employment documents have been verified by the registrar, confirmation linking the student to the contractor is required. This can be:**

- a) The student’s birth certificate reflecting the contractor as one of the biological parents.
- b) The marriage certificate and student birth certificate if the contractor’s spouse is the biological parent.
- c) Approval is required from DoDDS-E Eligibility Point of Contact (POC) before enrollment if neither parent is biologically connected.



**3. If the eligibility and dependency documents are acceptable, the school administrator will make a space-available determination at least two weeks prior to the start of school.**

- a) If space is available, enrollment is permissible under category 1H, (space-created tuition-paying). However, the student may enroll only after one of the following is met:
  - i. Receipt of an authorization to participate in the central billing program, or
  - ii. Individual payment is made directly to the school.
- b) If space is not available at the DoD school nearest the contractor's primary residence due to an 85% capacity at the requested grade level, the school registrar will contact the other DoD schools in the complex or within a 60 minute commute zone at least two weeks before school begins to determine if space is available at the DoD schools.
  - i. If space is available at another DoD school then enrollment is permissible with agreement from both principals and the superintendent under an Exception to the Feeder Plan (form attached) process. The enrollment will be category 1H in the other DoD school. The sponsor is required to provide transportation to the nearest DoDDS bus stop from the residence or provide daily transportation to and from the school.
  - ii. If space is not available in any DoD school within the 60 minute commute, the contractor will be provided the attached list of international/private day schools that provide classes in English and are within a 60-minute commute area. In non-English speaking countries, the contractors must seek enrollment in at least one third of the available international/private day schools of their choice before it is determined if enrollment in a DoD school is permitted. If there is no English speaking international/private day school in the commuting area, then DoD schools are authorized to "create space" in the school closest to the sponsor's residence. The school administrator will prepare a memorandum for the record indicating the nonavailability of an international/private day school.
    - A. If space is available at the international/day school the contractor may choose to enroll the student in an international/day school. Home schooling or enrollment in a host nation school are parental choices. Tuition costs are the responsibility of the sponsor or the sponsor's agency.

## Appendix A - Standard Operating Procedures (SOP) for Category 1H Enrollment

- B. If enrollment is not permitted at the international/private day school(s) (either there is no physical space or the student cannot meet the entrance requirements), the sponsor will provide written confirmation that enrollment is denied. The contractor may then return to the DoD school closest to his/her residence. The DoD school is then authorized to “create space” for enrollment under category 1H.
4. Schools are advised to keep a waiting list of students whose sponsor desires to enroll in the DoD school. If space becomes available the registrar will contact the sponsor. Enrollment in a DoD school may be permissible at the beginning of each quarter.
  5. Once a category 1H contractor's family member is enrolled, continued enrollment for subsequent school years will be guaranteed, provided eligibility requirements are confirmed during the annual school registration process. Younger siblings will be granted enrollment in Category 1H within the school complex upon reaching the age requirements.
  6. When a sponsor's contract is terminated, the sponsor will contact the DoDDS-E Eligibility POC to review the continued enrollment and education options. Registrars are requested to obtain the contractor's signature on the attached 1H Enrollment Acknowledgement sheet indicating an understanding of these procedures and requirements.
  7. It is highly recommended that dependents with disabilities are screened by the DoDDS-E POC for OCONUS prior to enrollment in a DoD school. Arrangements for screening can be made by contacting [specialscreening@eu.dodea.edu](mailto:specialscreening@eu.dodea.edu)
  8. Questions regarding this guidance should be directed to the DoDDS-E Eligibility and Enrollment POC at DSN 338-7351 or [DoDDS-E.Eligibility@eu.dodea.edu](mailto:DoDDS-E.Eligibility@eu.dodea.edu)

Diana J. Ohman  
Director, DoDDS-Europe

## 1H Enrollment Acknowledgement

*This sheet is to be signed by all US DoD contractors seeking enrollment in DoD schools under category 1H, US Contractors, Tuition Paying. The signed sheet is to be filed with the student's registration information.*

I am aware of the 1H enrollment guidelines and procedures and will inform the school should there be any changes in the status of my DoD contract.

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Contractor Name (Printed)

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Contractor Signature

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Date

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Student(s) Name (Printed)

**Department of Army**  
**Department of Navy**  
**US Marine Corp**  
**US Air Force**  
**US Coast Guard**  
**Defense Commissary Agency**  
**AAFES/NEX**  
**Stars and Stripes**  
**Defense Audit Agency**  
**Defense Contracting Agency**  
**Defense Finance and Accounting Center**  
**Defense Logistics Agency**  
**Defense Information Systems Agency**  
**DoD Intelligence Agencies**  
**DoDEA/DoDDS**  
**Defense Secretary Cooperation Agency**  
**Defense Threat Reduction Agency**  
**Office of the Secretary of Defense Missile Defense Agency**  
**Defense POW/MIA Activity**

This list has been compiled by the Department of Defense Education Activity (DoDEA) and if you find that your agency is not listed please contact the Eligibility and Enrollment POC, DoDDS-E either by calling DSN 338-7613 Germany civilian +49(0)611-380-7613 or via email: [DoDDS-E.Eligibility@eu.dodea.edu](mailto:DoDDS-E.Eligibility@eu.dodea.edu)

- A. Public Law 95-561, Defense Dependents Education Act of 1978, Dated November 1, 1978, as amended.
- B. Public Law 99-145, Title XII, subject: Authorizes the Secretary of Defense to enroll in schools of the defense dependents' education system children of specified classes of Officers, employees and nationals stationed in overseas areas.
- C. Public Law 101-189, Section 325 of the Defense Authorization Act, Dated November 29, 1989
- D. DoDEA 1005.1 Manual Administrators manual October 2007
- E. DoDEA Regulation 1030.1 Subject: Space-Available Eligibility Requirements for Education of Minor Dependents in Overseas Areas, Dated April 4, 2005
- F. DoD Instruction 1342.12, subject: Provision of Early Intervention and Special Education Services, to Eligible DoD Dependents, dated April 11, 20005
- G. DoD Instruction 1342.13, subject: Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas dated, September 20, 2006 Chg: 1 Feb 21, 2008
- H. DS Regulation 2000.3, subject: Student Placement, dated March 26, 2004
- I. DoDEA Administrative Instruction 7200.1, subject: Non-DoD Tuition Program, dated Sep 21, 1995
- J. DS Administrative Instruction 7200.2, subject: Advance Collection of Tuition Fees and Schedule 9 Reporting, dated September 9, 1984
- K. DoDEA Policy Memorandum 02-OD-02 dated November 6, 2002, subject: Home Schooling
- L. DoDEA Policy Memorandum 06-ESPL-001 dated February 14, 2006, Change in Eligibility Codes for Department of Defense Dependents Schools (DoDDS)
- M. DoD Instruction 1342.19 Family Care Plans
- N. DoD 4500.36-R Management, Acquisition, and Use of Motor Vehicles
- O. AFI 36-2110 Personnel Assignments.
- P. AFI 36-2908 Family Care Plans
- Q. AR55-46 and USAREUR Supplement 1 to AR55-46 (Transportation and Travel) Transportation overseas
- R. AR 600-20 Army Command Policy 07June, 2006

- S. Marine Corps Order 1740.13B Family Care Plans
- T. NAVPERS 15560D Naval Military Personnel Manual
- U OPNAV Instruction 1740.4B U. S. Navy Family Care Policy