



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY**

4040 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.

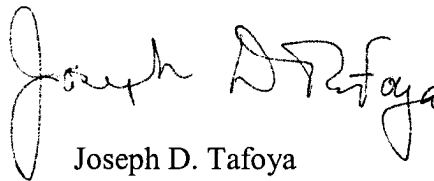
5.4.12. Obtain from sponsors of space-available minor dependents prior to enrollment:

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 1DEFINITIONS

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/DDESS-Guam; and DoDDS-E ; 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. Manpower. 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 (c).

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 minor dependent as a student in the Department of Defense Dependents Schools (DoDDS). Your dependent is 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, DoD Directive 1342.13, "Eligibility Requirements for Education of Minor Dependents in Overseas Areas," July 8, 1982, as amended, 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 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 eligible 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.

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) may 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, DoD Directive 1342.13, "Eligibility Requirements for Education of Minor Dependents in Overseas Areas," July 8, 1982, as amended, 32 C.F.R. Part 71. The authority to enroll your dependent(s) 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, the enrollment of space-required students, or space-available students who are eligible 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) Students (Category 4)

E4.1. You have applied for the enrollment of your dependent as a student in the Department of Defense Dependents Schools (DoDDS). Your dependent is 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, DoD Directive 1342.13, "Eligibility Requirements for Education of Minor Dependents in Overseas Areas," July 8, 1982, as amended, 32 C.F.R. Part 71. The authority to enroll your dependent on a space-available, tuition-paying basis is contingent upon the availability of space defined by this Regulation.

E4.2. If your dependent is 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 eligible 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).

E2.2.4. I agree to pay tuition at the established non-Federally-connected rate prior to the admission of my dependent(s) at the DoDDS school where 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. 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

Sponsor Signature _____	Date _____
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Principal Signature _____	Date _____
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Distribution:

- Original – Retained by School
- Copy – Provided to Sponsor

E5. ENCLOSURE 5

SAMPLE LETTER OF DENIAL FOR SPACE-AVAILABLE ENROLLMENT

Title and Name of Sponsor(s)
Military or Local Address Line
Military or Local Address Line
Military or Local Address Line

Dear Title and Name of Sponsor(s):

Your application for enrollment of your dependent, DEPENDENT FIRST NAME, LAST NAME, as a space-available student at NAME OF THE SCHOOL has been carefully reviewed. The Department of Defense Dependents Schools (DoDDS) is precluded from expending additional financial resources to meet the educational needs of students who seek to enroll as space-available students. After reviewing the educational records that you provided, I regret to inform you that the school cannot meet the educational needs of FIRST NAME within the existing available resources. Consequently, your application for enrollment for FIRST NAME is denied for School Year (SY) 200X-0Y.

Should there be any change in the available resources at the school during SY 200X-0Y which would make it possible to meet the educational needs of FIRST NAME, you will be notified of the appropriate steps to take.

If you have any questions regarding this matter, you may address them to the District Eligibility Coordinator, NAME OF DISTRICT, by telephone at commercial ##### or DSN ##### or via electronic mail at #####.

District Superintendent
NAME OF DISTRICT

cc: Principal, NAME OF SCHOOL

E6. ENCLOSURE 6

SAMPLE LETTER OF TERMINATION FOR SPACE-AVAILABLE ENROLLMENT

Title and Name of Sponsor(s)
Military or Local Address Line
Military or Local Address Line
Military or Local Address Line

Dear Title and Name of Sponsor(s):

This is to inform you that effective MONTH, DAY, YEAR enrollment of your dependent, DEPENDENT FIRST NAME, LAST NAME, as a space-available student at NAME OF THE SCHOOL will be terminated. The Department of Defense Dependents Schools (DoDDS) is precluded from expending additional financial resources to meet the educational needs of students who seek to enroll as space-available students. I regret to inform you that the school is no longer able to meet the educational needs of FIRST NAME within the existing available resources.

Should there be any change in the available resources at the school during School Year 200X-0Y which would make it possible to meet the educational needs of FIRST NAME, you will be notified of the appropriate steps to take.

If you have any questions regarding this matter, you may address them to the District Eligibility Coordinator, NAME OF DISTRICT, by telephone at commercial ##### or DSN ##### or via electronic mail at #####.

District Superintendent
NAME OF DISTRICT

cc: Principal, NAME OF SCHOOL