

Department of Defense Dependents Schools in Korea Eligibility for Enrollment

The four general categories of enrollment eligibility are:

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| Priority I | Space required tuition free: Command sponsored dependents of U.S. military and DoD civilians with orders to Korea. Space required, tuition paying: Representatives of Federally Connected contractors. |
| Priority II | Space available, tuition paying, Federally Connected: Dependents whose sponsors are employees of the State Department and other U.S. governmental agencies, Red Cross, USO, representatives of Federally Connected contractors, etc. |
| Priority III | Space available, tuition free: Non-command sponsored dependents of U.S. military. |
| Priority IV | Space Available, tuition paying: Dependents of private U.S. citizens (including retired U.S. military) and citizens of foreign countries. |

Documents Required for Registration

The following documents are required to register children in DoDDS:

- Sponsor's travel orders or other verification of command sponsorship.
- Up-to-date Immunization Record
- Birth certificate or passport for first time enrollment in kindergarten or first grade.
- Records (including IEPs for students with disabilities) from the previous school, if brought by sponsor.

Registration Procedures

For Seoul, the first place to go is not to the schools, but to the DoDDS Registration Office in the Community Service Building (Bldg. #4106), Room 121. Children may be registered by either parent. Please have the following with you when registering dependents:

- Copy of orders to Korea, any reassignment orders within Korea, any other changes including extensions, concurrent travel orders for dependents. Copies are needed for each dependent enrolled.
- If Navy, a copy of the dependent's entry approval and letter from PSD.
- Student's Social Security Number
- Emergency information: Name, address and telephone number of someone in Seoul, who has access to Yongsan and could be notified in the event a parent is unavailable.
- If dependent is not on orders, verification of dependency by birth certificate or passport. Sponsor's name must be on birth certificate or signature on passport. Students 12 and older may use an ID card for this verification.
- Up-to-date immunizations including a TB skin test within the last twelve months. All immunizations must be verified by the 121st Hospital Immunization Clinic, or a nurse at the school.
- Local hire employees must submit verification of employment no earlier than 1 August for the school year beginning in that month.
- Kindergarten children must be five years of age before 1 November of the current school year. First grade children must be six years of age before 1 November of the current school year.