



**DEPARTMENT OF DEFENSE  
DEPENDENT SCHOOLS  
DISTRICT SUPERINTENDENT - OKINAWA  
Unit 5166  
APO AP 96368-5166**



**WHERE EVERY STUDENT SUCCEEDS**

**MEMORANDUM FOR:** Parents of DoDDS Okinawa District Students

**SUBJECT:** Housing Address and School Zone Verification Requirements

Housing renovations, new on base housing, off base housing construction projects and the Housing Office assignment policy are some of the many factors that affect school zoning on Okinawa. Current data regarding living quarter assignments and commuting areas is continually monitored to balance school enrollment numbers and teacher staffing at schools. School zone recommendations are made to the District Superintendent by the Okinawa District Advisory Council via the Okinawa District Zoning Committee.

Many families live in temporary quarters when they first arrive on Okinawa. Temporary lodging facilities are zoned for the school in that area. When families are assigned permanent housing, they must provide a copy of the Housing Assignment letter from the Housing Office for on-base quarters, or a copy of their housing lease for off-base quarters. If your permanent quarters assignment is outside the zone of the temporary living facility or your permanent quarters' address changes to a different school zone, your students would be required to transfer to the zoned school.

If you have questions regarding school zoning or school transfers please contact your School Registrar.

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**I understand and acknowledge the information presented above.**

**I will provide documentation for living quarters to the school and notify the school of any changes in living quarters no later than 10 days upon relocating.**

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
PARENT NAME

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE