REQUIRED DOCUMENTATION CHECKLIST
FOR
SCHOOL REGISTRATION

DoDDS Okinawa District

AIR FORCE	PCS Orders with dependent names
MARINES	PCS Orders and Area Clearance with dependent names
NAVY	PCS Orders and Dependent entry approval listing dependents
ARMY	PSC Orders with dependent names
CIVILIAN (DoD or NAFI)	PCS Orders, Certificate of Employment Letter
	(Current Personnel Action Form for Local Hire Civilians)
CIVILIAN CONTRACTORS	Logistical Support Section of Contract, Company Authorization to Bill for Tuition

KINDERGARTEN students must be five years old on/or before 1 September of the current calendar year to be eligible to register for the upcoming school year.

FIRST GRADE students must be six years old on/or before 1 September of the current calendar year to be eligible to register for the upcoming school year.

SCHOOL	GRADES	PHONE #
Bob Hope Primary (KADENA AB)	K-2	634-0094
Bechtel Elementary (CAMP MCTUREOUS)	K-5	622-7504
Killin Elementary (CAMP FOSTER)	K-5	645-7760
Zukeran Elementary (CAMP FOSTER)	K-5	645-2576
Stearley Heights Elementary (KADENA AB)	K-5	634-4524
Kinser Elementary (CAMP KINSER)	K-5	637-3008
Kadena Elementary (KADENA AB)	K-5	634-1550
Amelia Earhart Intermediate (KADENA AB)	3-5	634-1329
Kadena Middle (KADENA AB)	6-8	634-0217
Lester Middle (CAMP LESTER)	6-8	645-7787
Ryukyu Middle (KADENA AB)	6-8	634-4849
Kadena High (KADENA AB)	9-12	634-1216
Kubasaki High (CAMP FOSTER)	9-12	645-3728
District Superintendent Office (KADENA AB)		634-1204

School Zoning: When you are living in temporary billeting your child is zoned for the school in that area. When you have been assigned permanent housing **(ON or OFF BASE)**, there is a possibility that your child could be moved to another school, unless you live in the same **Zoned Area.** For information regarding school zones, please call your School Registrar or the District Superintendent's Office at the numbers above, or the Bus Transportation office at 645-7820.

Please use this checklist to help you complete the registration process

	Student Registration (DoDEA Form 600)
	Sponsor's Orders, Certification of Employment letter, Personnel Action Form, Contract, etc.
	Area Clearance or Dependent Entry Approval (for USMC & Navy only)
	Passport or Birth Certificate for student (for age verification)
	Student Health History (DoDEA Form 2942.0-M-F1)
	Certificate of Immunization (DoDEA Form 2942.0-M-F3) (take to Immunization Clinic to be signed by medical authority)
	Copy of Immunization Card
	Special Education Needs Review Form (DoDEA Form 620)
	Computer and Internet Access Agreement (DoDEA Form 6600.1-F2)
	Questionnaire for Race/Ethnicity and Home Language (DoDEA Form 600B)
	ESL Home Language Questionnaire (DoDEA ESL Program Guide Form F4)
	Consents and Authorizations – Field Trips, Media Release and Internet Agreement (DoDEA Form 700)
	Housing Address & School Zone Verification letter
	House Assignment Letter, Off-Base Lease Agreement, or TLF Receipt
	PREVIOUS SCHOOL RECORDS FOR STUDENT (if available)

** PLEASE SEE PRIVACY ACT NOTICE ON REVERSE **