



CYSS Child Care Withdrawal Procedures for Out Processing



DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority: 10 U.S.C. 3013, 26 U.S.C. 6041, DOD Directive 1015.2 DOD Instruction 1015.10 and E.O. 9397 (SSN)

PRINCIPAL USE: Information is needed to withdraw child from CYSS child care and out-process Soldier from the installation.

ROUTINE USE: Information can be released per Routine Uses listed under applicable Privacy Act System Notice.

DISCLOSURE: Voluntary; however, failure to provide requested information may result in the Soldier not being out-processed from the installation.

- A. Take this form to the child’s current childcare facility. Childcare facility personnel must sign form.
- B. Return this signed form to the CYSS Registration Office on either Schofield Barracks (Bldg. 556) or Aliamanu Military Reservation (Bldg. 1782)
- C. Child, Youth & School Services staff will sign and stamp Soldier’s clearance form.

Please Print (use one form for each student)

Child’s Name

Child Care Facility Name

- All charges and fines are clear and a receipt has been given to the Soldier and/or parent/guardian.
- Soldier and/or parent/guardian will continue to utilize this CYSS Program. The child’s last day in the facility will be _____. All charges that will occur during this extended time period have been collected and paid **in advance**.

Signature of Child Care Facility Personnel

Date

This form must be returned to the Child, Youth & School Services Registration Office at either Schofield Barracks (#655-5314) or Aliamanu Military Reservation (#833-5393) in order to complete Soldier’s clearance form.