

Registration Eligibility Form for U.S. Military

This form is to be used during the registration process to determine the appropriate category of the student's sponsor, and to enter the data into the Student Management System (SMS). This form in itself does not grant eligibility.

Please check the appropriate agency below, then see the reverse side for documentation that is required to support enrollment and be attached to this form. Failure to provide current eligibility documents will delay enrollment of the listed student(s).

For students enrolled under categories 2, 3 & 4, the sponsor is required to sign the appropriate Consent Terms from DoDEA Regulation 1030.1. For students enrolled under categories 1G, 1H, 2 & 4, the sponsor is required to receive the Tuition Payment Procedures Letter.

NAME OF STUDENT(S) _____
Please print Last, First, Mi Please print Last, First, Mi

NAME OF STUDENT(S) _____
Please print Last, First, Mi Please print Last, First, Mi

NAME OF STUDENT(S) _____
Please print Last, First, Mi Please print Last, First, Mi

Sponsor Information

Sponsor's Name (Please print Last, First, Mi) _____

Sponsor's Unit and Work Telephone _____

Sponsor's Email Address _____

Sponsor's Agency (please check which one is currently applicable below)

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Army Active Duty | <input type="checkbox"/> Stationed CONUS | <input type="checkbox"/> or Overseas |
| <input type="checkbox"/> Army Reserves | <input type="checkbox"/> Stationed CONUS | <input type="checkbox"/> or Overseas |
| <input type="checkbox"/> Army National Guard | <input type="checkbox"/> Stationed CONUS | <input type="checkbox"/> or Overseas |
| <input type="checkbox"/> Navy Active Duty | <input type="checkbox"/> Stationed CONUS | <input type="checkbox"/> or Overseas |
| <input type="checkbox"/> Navy Reserves | <input type="checkbox"/> Stationed CONUS | <input type="checkbox"/> or Overseas |
| <input type="checkbox"/> Marine Corps Active Duty | <input type="checkbox"/> Stationed CONUS | <input type="checkbox"/> or Overseas |
| <input type="checkbox"/> Marine Corps Reserves | <input type="checkbox"/> Stationed CONUS | <input type="checkbox"/> or Overseas |
| <input type="checkbox"/> Air Force Active Duty | <input type="checkbox"/> Stationed CONUS | <input type="checkbox"/> or Overseas |
| <input type="checkbox"/> Air Force Reserves | <input type="checkbox"/> Stationed CONUS | <input type="checkbox"/> or Overseas |
| <input type="checkbox"/> Air Force National Guard | <input type="checkbox"/> Stationed CONUS | <input type="checkbox"/> or Overseas |
| <input type="checkbox"/> Coast Guard Active Duty | <input type="checkbox"/> Stationed CONUS | <input type="checkbox"/> or Overseas |
| <input type="checkbox"/> Coast Guard Reserves | <input type="checkbox"/> Stationed CONUS | <input type="checkbox"/> or Overseas |

Please see reverse side for documentation needed to support enrollment

I verify that the category code and documentation provided is correct

signature of sponsor or spouse _____ Date _____

School Verificataion

Registrar confirmation that documentation presented is valid to support enrollment _____ Registrar initials _____

U.S. Military

Please circle the appropriate category and provide documents to support this as listed below

Command Sponsored		
<i>Space-Required, Tuition-Free</i>		
Code	Description	Documentation Required
1AA	Army Active Duty	A or [A + (B or C or D)]
1AB	Army Reserves	A or [A + (B or C or D)]
1AC	Army Guard	A or [A + (B or C or D)]
1BA	Navy Active Duty	A or [A + (B or C or D)]
1BB	Navy Reserves	A or [A + (B or C or D)]
1CA	Marine Active Duty	A or [A + (B or C or D)]
1CB	Marine Reserves	A or [A + (B or C or D)]
1DA	Air Force Active Duty	A or [A + (B or C or D)]
1DB	Air Force Reserves	A or [A + (B or C or D)]
1DC	Air Force Guard	A or [A + (B or C or D)]
1EA	Coast Guard Active Duty	A or [A + (B or C or D)]
1EB	Coast Guard Reserves	A or [A + (B or C or D)]

Non-Command Sponsored		
<i>Space-Available, Tuition-Free</i>		
Code	Description	Documentation Required
3AA	Army Active Duty	A + (G or H)
3AB	Army Reserves (180 Days or more)	F + (G or H)
3AC	Army Guard (180 Days or more)	F + (G or H)
3BA	Navy Active Duty	A + (G or H)
3BB	Navy Reserves (180 Days or more)	F + (G or H)
3CA	Marine Active Duty	A + (G or H)
3CB	Marine Reserves (180 Days or more)	F + (G or H)
3DA	Air Force Active Duty	A + (G or H)
3DB	Air Force Reserves (180 Days or more)	F + (G or H)
3DC	Air Force Guard (180 Days or more)	F + (G or H)
3EA	Coast Guard Active Duty	A + (G or H)
3EB	Coast Guard Reserves (180 Days or more)	F + (G or H)

Secretary of Defense Waivers for Military Sponsors		
<i>Space-Available, Tuition-Free</i>		
Code	Description	Documentation Required
1AA	Army	E
1AB	Navy	E
1AC	Marines	E
1BA	Air Force	E
1BB	Coast Guard	E

Other U.S. Military		
Code	Description	Documentation Required
<i>Space-Required, Tuition-Paying</i>		
1GA	Security Assistance Program	A or [A + (B or C or D)]
1GB	Foreign Military Sales	A or [A + (B or C or D)]
<i>Space-Available, Tuition-Paying</i>		
	Reserve/Guard Activated	
2CA	Less Than 179 Days	C or [F + (G or H)]
	CONUS Based Active	
2CA	Duty TDY Overseas	C or [F + (G or H)]

Documentation Needed

- A. -Sponsor's PCS orders listing family members. (New DEROS validated with either memo from Mil Pers Office, Enl/Off Record Brief, Virtual Pers Data Sheet, DSE 803)
- B. -Designated Location Movement (DLM) or Dependent Remain Overseas (DRO) orders listing family members.
- C. -DSE Form 803, Confirmation of Military Overseas Status, validated by the Installation Military Personnel Office or Unit/Rear Detachment Commanding Officer.
- D. -Approved Command Sponsorship listing student(s), issued by the Installation Military Personnel Office.
- E. -Death of Sponsor: Death certificate and/or documentation showing sponsor died while entitled to active duty pay or compensation. Student must be enrolled within 1 year of sponsor's death or, if dependent is below school age when sponsor dies, within 1 year of the dependent becoming eligible to enroll. Other Secretary of Defense Waivers granted to groups of students if applicable.
- F. -Reserve or National Guard orders reflecting activation. If active duty, CONUS based active duty military TDY orders.
- G. -In Loco Parentis Documentation (*All In Loco Parentis cases must be reviewed and approved by DoDDS-E Office of Enrollment and Eligibility*)
With Court Orders: (1) Court order granting adoption, guardianship, custody or wardship. (2) DSE Form 801, ILP Affidavit for Court Orders. (3) DoDDS-E approval.
With Power of Attorney (PoA): (1) PoA issued by one of the student's biological parents. (2) DSE Form 80, ILP Affidavit for PoA. (3) DoDDS-E approval. Please note that PoA enrollments are only good for 90 calendar days.
For CONUS Based Deployments in Support of Operation Iraqi Freedom or Enduring Freedom (OIF/OEF): Applies to CONUS based single parents, and dual military deployments in support of OIF/OEF. Documentation required is: (1) Memorandum from Unit Commander or first 0-6 in the chain of command requesting exception to policy for enrollment of the deployed's family members. (2) Deployment orders reflecting the number of days deployed (can also be included in the exception to policy memo). (3) Portion of the Family Care Plan reflecting a person who resides in an overseas location as the Family Care Provider (FCP). (4) PoA granting the FCP the right to act on behalf of the deployed sponsor(s) when an emergency arises at the school. (5) DoDDS-E Eligibility POC approval prior to enrollment.
- H. -Student Birth Certificate reflecting sponsor as one of the biological parents. If the child is biologically connected to the spouse only, then a copy of the marriage certificate and student's birth certificate are required. If neither parent is biologically connected to the student, enrollment is suspended pending receipt of In Loco Parentis documentation listed in "G" above and approval by the DoDDS-E Eligibility POC.

(NOTE: Kindergarten and 1st Grade minimum age requirements are validated with either DoD orders listing the birth date, or a birth certificate, or a passport.)