



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
APO AE 09096**

December 19, 2003

MEMORANDUM FOR SUPERINTENDENTS, DoDDS-EUROPE
PRINCIPALS, DoDDS-EUROPE

SUBJECT: Accelerated Withdrawal and Reintegration Block Leave

This memorandum serves to provide clear guidance on the DoDDS-E policy for early withdrawal of students whose sponsors are eligible for reintegration block leave toward the end of the current school year. Normally, early departure is only authorized for families with PCS orders. However, due to the unusual situation with military deployments and reintegration, for SY 2003-2004 only, DoDDS-E will consider requests for early departure for any family taking block leave due to reintegration after a deployment. Principals have the authority to grant excused absences from school to support these trips. Parents will be required to request early withdrawal or extended student absence in writing and must coordinate with schools in advance to ensure that the student completes all schoolwork in accordance with the guidelines of the accelerated withdrawal policy. Any student who will be absent due to block leave and does not complete all assignments required under the accelerated withdrawal guidelines will receive an incomplete grade for that subject area.

Parents are highly encouraged to discuss the timing of the absence and any conflicts that may impact negatively on a student's success (standardized testing, finals, special events). Each request will be handled on a case-by-case basis. Parents should contact the principals as soon as they know the leave dates so they can coordinate an early departure. The early withdrawal date for SY 2003-2004 is May 13, 2004. Students must be in school all day on May 12, 2003. Students who are PCSing as well as students accompanying their families on reintegration block leave will be required to abide by these dates. Students who withdraw prior to the 20-day early withdrawal limit will receive a "withdrawal" grade rather than a final grade.

It is incumbent upon all of us to carefully consider the educational impact when making transition or vacation plans for our families. You should be confident of my complete support should you be questioned or challenged in the enforcement of this policy.

A handwritten signature in cursive script, reading "Diana J. Ohman", is positioned above the printed name.

DIANA J. OHMAN
Director, DoDDS-Europe

cc:
Deputy Director, DoDDS-E
Chief, Education, DoDDS-E
Service Liaisons