

Department of Defense Education Activity Dependent Student Registration Form 700 Guidance for Parents

Overall Guidance: Completion of the DoDEA Consent and Authorizations, DoDEA Form 700 (February 2016) is an integral part of the enrollment of students in the DoDEA School system.

Sponsors/parents/guardians must complete and sign the form before students can begin attending classes or receive any services. Failure to complete the form and provide the requested consent or authorization will delay the student's enrollment in a DoDEA School.

For students in grades PK-8, the form only needs to be completed upon initial enrollment and it remains in the student's cumulative file through grade 8, as the parents may amend it from time to time. Upon entering grades 9-12, parents of each student must execute a new form that, together with any parental amendments, will remain in the cumulative file through graduation, withdrawal, or transfer.

Schools will continually remind parents that they have the responsibility to make changes to (amend) the form when information changes or they change their minds about an authorization contained in the form.

The following is a discussion of the function of each section of the form, and guidance to schools to implement the authorizations that parents elect on the DoDEA Form 700.

SECTION I: PARENTAL AUTHORIZATION OPTIONS FOR STUDENTS ENROLLED IN DODEA SCHOOLS

1. Authorization to Attend Study Trips: The trips for which this section is concerned are curricular trips that meet specific learning objectives and classroom instruction.

Effects of Authorizations:

- If **AUTHORIZE ALL** is selected, the student is authorized to participate in all curricular activity day trips away from the school campus. Schools will provide parents with information about the trip in advance of each trip.
- If **INDIVIDUAL** is selected, the parent reserves the authorization for the student to participate until the parent grants specific approval in advance of each trip. Electing to reserve the right to consent before each trip may jeopardize the space availability of transportation to and from the event, because transportation must often be arranged significantly in advance of each trip, before the school has provided parents with information about the specific trip.

2. Authorization to Disclose Directory Information to Various Media: This section describes and provides parental authority for the release of student information (student name, and/or ID, school, grade level, student e-mail address, image, major field of study, participation in officially recognized activities and sports, weight and height if student is a member of a school athletic team, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and/or student work products) to DoD and public news media, DoD-sponsored print and/or electronic media, including, for example, DoD news networks; student newspapers, yearbooks, and similar student's school publications; DoD or DoDEA-sponsored or approved websites or web services (including social media); DoD or DoDEA brochures, booklets, and video/audio productions.

Effects of Authorizations:

- If **AUTHORIZE** is selected, the school may release student information to media sources.
- If **DECLINE to AUTHORIZE** is selected, the student information will not be released to media sources. This will also prevent the student from inclusion in the school yearbook.
- If **YEARBOOK ONLY** is selected, the student will be included in the yearbook only.

3. Authorization to Disclose School Records to Other Schools: This allows DoDEA to transfer official school records to another school upon the request of that school when the student is transferring/transferred to or is enrolled in the requesting school.

Effects of Authorizations:

- If **AUTHORIZE** is selected, DoDEA schools are authorized to transfer official school records to the school gaining a former DoDEA student, upon receipt of that school's request for a student's records. This is the common practice of stateside public schools, and is the DoDEA practice under the Department of Defense implementation of the Interstate Compact on Educational Opportunity for Military Children, intended to facilitate the transitions between schools of students of military parents. Records are only transferred after receiving a request from the gaining school.
- If **DECLINE to AUTHORIZE** is selected, DoDEA schools will not release the student records to the gaining school until the DoDEA school receives parent/guardian consent. The delay in sending school records to a school receiving a transferring student may delay the delivery of the educational services to the transferring student, and impair his or her educational success.

4. Authorization to Disclose Student Directory Information to Military Recruiters: This section of the form authorizes DoDEA to release a student's name, address, and phone number to Military Recruiters, if the student is age 17 and older or in grades 11 and 12.

Effects of Authorizations:

- Unless parents **DECLINE to AUTHORIZE**, schools will provide the information to Military Service Recruiting Programs. If the parents decline participation, students will not receive information about military options to consider upon graduation from high school.

5. Authorization to Participate in Authorized Surveys: This section provides the authorization for a student to participate in any DoDEA surveys. DoDEA authorizes surveys only after a committee of DoDEA educators has determined that the survey will produce high quality data of use to DoDEA that is not generally available through another means, and that the surveys will not collect data about student's or their family's health, medical status, mental or psychological condition, or personality.

Effects of Declination:

- Unless parents **DECLINE PARTICIPATION**, the student is authorized to participate in any DoDEA survey.

6. Authorization to Obtain Post Graduate Student Data: DoDEA employs a service that tracks student enrollments and reports student progress for a period of six years following the student's graduation. DoDEA uses the Information gathered from this data to refine its academic programs to improve student post-graduation success. DoDEA does not disclose data about a student gathered through this post graduate data collection process

- Unless parents **DECLINE TO AUTHORIZE**, the student will be contacted to ascertain his/her enrollment status for a period of no more than 6 years following graduation from a DoD school.

Section II: SPONSOR/PARENT/GUARDIAN ACKNOWLEDGEMENTS

1. Use of DoDEA Internet and Use of Information Technology Resources: DoDEA relies on a wide arrangement of information technology devices, programs, and materials as well as access to the internet for the day to day instruction of students and for school operations, including for certain required testing that is accomplished electronically. Access to the internet is not an option in DoD schools, it is a necessary part of the education of students. Schools will instruct students in the proper use of information technology equipment and services.

- The schools will exercise reasonable care to prevent the students from accessing undesirable information or sites on DoDEA computers. However, the schools may not be able to prevent the students' misuse of DoDEA computers. If a student violates the conditions of use, he or she may lose all access to DoDEA technology resources and face possible student disciplinary actions.
- The schools will ask students, grade 4 through 12, to sign the DoDEA Form 700A, "Internet Agreement and Consent to Use Information Technology Resources – Terms and Conditions for DoDEA Students." Parents will be required to sign the DoDEA Form 700A for all students. The form is available at the schools or online. This differs from the DoDEA Form 700 in that the form seeks permission from parents to afford students optional use of information technology. The DoDEA Form 700A concerns all use of information technology, including critical access to curricular and other software and technology not considered optional to a child's education.

2. Data Security and Disclosure of Student Information: DoDEA, like other public schools, relies on electronic systems, including computers, software, and web-based services, as critical elements of optional school programs. These systems are vital to student learning and to school operations. These systems require certain student basic electronic directory information (student name, student ID, school, grade level, and student email address), to be functional. DoDEA often employs contractors to supply necessary services or to operate these systems. DoDEA discloses student electronic directory information to the operators and service providers of these systems to same extent and for the same purposes as public schools in the United States routinely disclose such data. Furthermore, DoDEA's contracts and/or license agreements with these providers require the provider to adhere to the same DoD Privacy Act rules that govern DoDEA protection of student information. Examples of the technology systems DoDEA employs include, but are not limited to those that: provide an interface with web-based curricular materials; provide courses that include computer technology, provide eligibility status to the school food authority and ascertain student eligibility for the DoD Student Meal Program; administer optional electronic student tests; provide student email and other web-based DoDEA-approved educational programs. Some of these services may be accessed from computers located at the school and at other locations. Failure to provide this data would impair or preclude student participation and impair the quality of the student's education and post graduate success.

Students who have optional access to certain educational services and programs that may be accessed from school and/or from other computers not located at the school may access and use these services under the

authority and direction of their parents. These services may seek additional information from the student that collect and track student performance or use of these services. DoDEA does not authorize or require students to access these sites and does not encourage students to provide more information to them than the basic electronic directory information provided by DoDEA. Accordingly, parents are solely responsible for any additional personally identifiable information that the student may disclose.

3. Sponsor/parent/guardian Responsibility for Debts: Sponsors/parents/guardians are responsible for debts incurred by their students under circumstances of neglect, such as for property damage to government equipment (computers, buses, desks, etc.), lost government accountable items (e.g. text books, library books, musical instruments, calculators, laptops), and for debts incurred with student meals. Parents will be notified by school authorities when it asserts a claim and will be given the opportunity to see all evidence supporting the school's assertion of the parents' liability. Parents will be afforded the opportunity to present argument and evidence challenging their liability to appropriate authority as prescribed in DoDEA rules and regulations, and that upon a preliminary determination by school authorities of the liability, parents can appeal that decision. However, once the parents have exhausted their rights under DoDEA regulations, without eliminating the determination of their financial liability, the parents must promptly make payment in full of the amounts due in accordance with DoDEA rules concerning payments. Failure to make prompt payments may result in the denial of access by the students or parents to school-provided resources, such as computers and electronic equipment, software or textbooks, or school meals, and the school may decline to photocopy the student's academic records or transcripts. The fact of the parents' nonpayment may be reported to his/her command.

4. Disclosure of Student Information by Emails to the Sponsor/Parent/Guardian: DoDEA may communicate information about a student to the parent using email. DoDEA staff exercise care to limit the inclusion of personal student information in such emails, but it cannot guarantee that such communication will not always avoid the inclusion of student personalized information, such as about the student's health, discipline, or other student educational information. Parents who object to the use of email communication concerning their student must inform the principal in writing of their desire to receive such communications by alternate means. In such cases, DoDEA will endeavor to communicate only orally or in writing (to include mailing by fax or use of the postal service or hand delivery).

Section III. EMERGENCY HEALTH CARE NOTICE AND ACKNOWLEDGEMENT

This outlines the responsibility of DoDEA for the emergency health care of students, both on campus and while traveling in a school related event.

Section IV. Signature Block

This must be signed and dated. If not signed and dated, students cannot be enrolled.