Osan Middle School
REQUIRED DOCUMENTATION
FOR
SCHOOL REGISTRATION and WITHDRAWAL

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 NAF)  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

SCHOOL REGISTRATION CHECKLIST

Please use this checklist to help you complete the registration process

<table>
<thead>
<tr>
<th>Item</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Registration</td>
<td>(DoDEA Form 600)</td>
</tr>
<tr>
<td>Sponsor’s Orders, Certification of Employment letter, Personnel Action Form, Contract, etc.</td>
<td></td>
</tr>
<tr>
<td>Area Clearance or Dependent Entry Approval (for USMC &amp; Navy only)</td>
<td></td>
</tr>
<tr>
<td>Student Health History Update</td>
<td>(DoDEA Form 2942.0-M-F1)</td>
</tr>
<tr>
<td>Copy of Immunization Card</td>
<td></td>
</tr>
<tr>
<td>Special Education Needs Review Form</td>
<td>(DoDEA Form 620)</td>
</tr>
<tr>
<td>Consents and Authorization Form</td>
<td>(DoDEA Form 700)</td>
</tr>
<tr>
<td>ESL Home Language Questionnaire</td>
<td></td>
</tr>
<tr>
<td>Housing Address &amp; School Zone Verification letter</td>
<td></td>
</tr>
<tr>
<td>House Assignment Letter, Off-Base Lease Agreement, or TLF Receipt</td>
<td></td>
</tr>
<tr>
<td>Previous School Records for Student – (DoDEA Form 1002)</td>
<td></td>
</tr>
<tr>
<td>Immunization Requirements Form</td>
<td>(DoDEA Form 2942.0-M-F13)</td>
</tr>
</tbody>
</table>

SCHOOL WITHDRAWAL CHECKLIST

Please use this checklist to complete the Withdrawal Process (2 Weeks Prior to Student’s Last Day)

<table>
<thead>
<tr>
<th>Item</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor’s Orders, Certification of Employment letter, Personnel Action Form, Contract, etc. noting last day for student</td>
<td></td>
</tr>
<tr>
<td>Parent notification to School Office 2 Weeks Prior to Student’s Last Day</td>
<td></td>
</tr>
<tr>
<td>Student Pickup Clearance Papers from Office 2 days prior to Last Day</td>
<td></td>
</tr>
<tr>
<td>Pickup Student Record after 3:00 on Student’s Last Day</td>
<td></td>
</tr>
</tbody>
</table>