

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

SCHOOL WITHDRAWAL CHECKLIST

Please use this checklist to complete the Withdrawal Process (2 Weeks Prior to Student's Last Day)	
	Sponsor's Orders, Certification of Employment letter, Personnel Action Form, Contract, etc. noting last day for student
	Parent notification to School Office 2 Weeks Prior to Student's Last Day
	Student Pickup Clearance Papers from Office 2 days prior to Last Day
	Pickup Student Record after 3:00 on Student's Last Day