

**NON-DOD SCHOOLS PROGRAM (NDSP)
Required Documents for Registration
List for Information Only -Do Not Submit**

New Student Registration

Families may complete the NDSP Student Online Registration at: <https://registration.dodea.edu/NDSP/privacy-act.cfm> or submit the documents below through the NDSP Liaison/POC. Submit directly to NDSP if you do not have a NDSP Liaison/POC. Only use one method for registration; online or email/fax.

Below is a list of items required for new student registration into the NDSP. The student must be registered in NDSP before enrolling in any non-DoD school. The parents cannot make any commitment of U.S. Government funds to any educational institution until the registration process is completed and the sponsor has received a registration approval notification email from NDSP. Forms/worksheets are hyperlinked for your convenience.

1. Copy of the sponsor's **orders** plus any amendments. Overseas extension approval if DEROS/PRD/End of Tour Date has or will expire prior to the beginning of school.
2. [DoDEA Form 610](#), "Application for Enrollment in non-DoD School", one for each dependent.
3. [DoDEA NDSP Form 620](#) Pre Screening Questionnaire, one for each dependent.
4. [Verification of Command Sponsorship](#) is required if the dependent's name is not listed on the sponsor's orders or in a separate approval authorization.
5. **Copy of Passport or Birth Certificate** for children entering kindergarten or first grade to verify age. NDSP follows the host nation age authority requirement for kindergarten or first grade.
or
The child must attain the age of 5 by 1 September (1 February for Southern Hemisphere school year) of the enrolling year to enter kindergarten, or age 6 to enter first grade.
6. Copy of school's **Fee Schedule** identifying charges for Tuition and/or Transportation, etc. by grade is required upon initial enrollment and each school year thereafter. English translation required.
7. Copy of school's **Calendar**, if published.

Returning Student Registration

1. Copy of school's **Fee Schedule** identifying charges for Tuition and/or Transportation, etc. by grade is required. English translation required.
2. Copy of school's **Calendar**, if published.

Change of School/Withdrawal

1. **Change of school:** Documents required are: completed DoDEA Form 610, DoDEA NDSP Form 620, justification letter endorsed by O-6 or above or civilian equivalent, and items 6 and 7 listed above. One time fees are only paid once per assignment tour unless specific exceptions apply. (DoDEA Regulation 1035.1)
2. **Withdrawal:** Notify the appropriate email below for withdrawals of dependents from a school. The NDSP Liaison/POC will in turn notify the Non-DoD School Program office to determine if a refund is due to the U.S. Government.

Scanned and emailed or faxed documents are preferred. Please submit all documents to the appropriate contact email or fax number noted below. If you have questions or a special situation, please email or telephone the NDSP staff.

NDSP Submission Contact Information:	Fax: 571-372-1908
(Americas) NDSP.Admin.Americas@hq.dodea.edu	Telephone: 571-372-0591
(Europe) NDSP.Admin.Europe@hq.dodea.edu	Telephone: 571-372-0591
(Pacific) NDSP.Admin.Pacific@hq.dodea.edu	Telephone: 571-372-0591

REQUIRED DOCUMENTS FOR SPONSORS IN FMS, OR SAO POSITIONS

Items above are required for sponsors in Foreign Military Sales (FMS), or Security Assistance Organization (SAO) billets. Although DODEA does not fund sponsors in these positions, the NDSP policies still apply.

13 February 2012

DoDEA-Non-DoD Schools Program (NDSP)
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