NEW Student Registration

All new families must complete the NDSP Student Online Registration (SOR) at:
https://registration.dodea.edu/NDSP/privacy-act.cfm

The student must be registered in the NDSP before enrolling in any non-DoD school. The parents cannot make any commitment of U.S. Government funds to an educational institution until the registration process is completed and the sponsor has received a registration approval notification email from NDSP.

Below is a list of required items which must be uploaded into the NDSP Student Online Registration (SOR) system.

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. Verification of Command Sponsorship is required if the dependent’s name is not listed on the sponsor’s orders.

3. English Speaking Countries- If you are assigned to a Personnel Exchange Program or Department of State, documentation is required if information is not included on orders.

4. 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. Contact NDSP (email below) for the specific country’s age requirement.

5. Copy of school’s Fee Schedule identifying charges for tuition and/or transportation, etc. by grade is required. English translation required.

6. Copy of school’s Calendar.

7. Eligibility/program documentation for special education, 504, gifted education, English as a Second Language (if applicable).

Adding a Dependent

If the sponsor is already registered in NDSP and is adding a dependent, the registration must be completed using the NDSP Student Online Registration (SOR) system at:
https://registration.dodea.edu/NDSP/privacy-act.cfm
NON-DOD SCHOOLS PROGRAM (NDSP)
Required Documents for Registration
List for Information Only - Do Not Submit

Returning Student Registration

1. Contact your NDSP Liaison/POC and insure they are aware of your child’s continued enrollment in a particular school/program for the new school year. Update all contact information and orders with your Liaison. If you do not have a NDSP Liaison/POC, contact NDSP HQ directly.

2. Copy of school’s Fee Schedule identifying charges for Tuition and/or Transportation, etc. by grade is required. English translation required.

3. Copy of school’s Calendar.

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 5 and 6 listed in the first section 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 and CC: the NDSP Liaison. 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 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:

(Americas) NDSP.Admin.Americas@hq.dodea.edu  Fax: 571-372-1908
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.