DORS Parent Guide

This guide is for parents/guardians enrolling a student into DoDEA schools.

TECHNICAL ASSISTANCE:
Google Chrome is the suggested internet browser for using DORS. Please email hqofficeoftheregistrar@dodea.edu or call the school if you encounter any issues related to the online registration process.

BEFORE YOU BEGIN, PLEASE GATHER THE FOLLOWING:
☐ Household information – quarters or home address, mailing address and phone numbers.
☐ Parent information – orders/employment status, phone numbers, and email addresses.
☐ Student information – birth certificate, demographic, and health/medication information.
☐ Emergency contacts – phone numbers, addresses.

THINGS TO CONSIDER:
- The enrollment process may take 15-30 minutes.
- Parents can save at any point in the process and return at a later time to continue.
- Required fields display with a red asterisk**.
- Parents must click the Save/Next button to proceed to the next step in the process.
- Parent can upload supporting documents in DORS.
- Parents must physically visit the school to complete the registration process.
- It's recommended parents complete the online enrollment process prior to visiting the school.
- Parents must click the "I have completed this student" and "Save and Next" once all student information has been entered & verified.

EMAIL ACCOUNTS:
Every parent will need a valid email address. If you do not have an existing email address, you can create one for free. Some of the more prominent free email sites are:
- Google Gmail: https://www.google.com
- Yahoo: https://www.yahoo.com

For additional information regarding eligibility and enrollment, click on the link below:
https://www.dodea.edu/registration-process.cfm

NOTE:
Parents should be cognizant with spelling, capitalization and punctuation as schools will receive the data exactly as it is entered.   Dates should be entered as mm/dd/yyyy and phone numbers in the international format. Student names should be entered exactly as shown on the birth certificate.