



SHAPE AMERICAN SCHOOLS

Space-Available Process



Step 1. Sponsor Contacts School Registrar to Determine Eligibility and Pre-Registration

- ❖ Verification of Eligibility
- ❖ Required paperwork – Received / Reviewed

Step 2. Pre-Registration (Tentative)

- ❖ Space reservation created upon receipt of complete required registration paperwork

Step 3. Wait List

- ❖ Await Principal Determination – Estimated timeframe AUG 1st

Step 4. Receive Notification (AUG 1st)

- ❖ Finalize Registration (ESOL testing, counselor appointment for course selection) if *space is available



Required paperwork

Sponsor's Orders

DoDEA Forms:

600, F4, 700, 700A, 620, 1031.1, CBL/IBL (as applicable)

Employment Verification

Immunizations

Educational Records

Special needs or Programs

Disciplinary Records

ESOL Time Table – Mins/Class

Sports Physical – if playing school sport

SAES Registrar: Marie Miser

Email: marie.miser@eu.dodea.edu

SAMS Registrar: Tara Ostrander

Email: tara.ostrander@eu.dodea.edu

SAHS Registrar: Lara Shuey

Email: lara.shuey@eu.dodea.edu

**Per DoDEA 1030.1, tuition-paying categories are not guaranteed continued enrollment (even in the same year) and may be dis-enrolled due to the loss of available space. This does not apply to Active Duty Military Personnel, US or Foreign (Excluding French), assigned to SHAPE. Department of Defense Contractors, to include AAFES, the Commissary, and DoDEA/DoDDS employees are not affected. However, SHAPE American Schools do have, collectively, a 650 international student maximum. Please work with your NMR to determine your status and eligibility.*