

## Kindergarten Enrollment After School Year Begins

1. If you are registering your child for Kindergarten more than **45** days after the school year has commenced, you must submit documentation indicating that your child has been previously enrolled in a kindergarten program.
2. Documentation may be one of the following:
  - a. Report card or progress report from the school
  - b. School memorandum (see example below).
3. Scan the memorandum the school provides as a PDF document and email the document as an attachment to [NDSP.Management@hq.dodea.edu](mailto:NDSP.Management@hq.dodea.edu). The memorandum must be submitted to finalize NDSP eligibility. The subject line of the email should use the following format: Kindergarten Eligibility Documentation, [child's first full name], [country of duty location].

### Sample School Memorandum

Ensure the memorandum includes the following:

1. Full name of student
2. Enrolling school year to include beginning and ending dates of attendance
3. Grade level of student
4. Signature of school official, title



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To Whom it May Concern,

This memorandum serves to confirm that your daughter **Joanne Smith** has been enrolled in our school for **School Year 2017/2018** as a **Kindergarten** student from **August 15, 2017 to November 5, 2017**.

We wish you and your family the best of luck in your new assignment. If your gaining school has any questions, please have them contact our staff at the email address noted above, or by telephone.

Kindest Regards,

**(signature of official)**

**Maxwell Silver**

**Registrar**

The American School of Columbia