Requirements to Attend a DoDEA School Overseas

Overseas Department of Defense Schools, DoDEA Europe and DoDEA Pacific and Cuba

Eligibility to attend DoDEA Europe or DoDEA Pacific schools is outlined in Section 921-932 title 20 U.S.C. and DoDEA regulation 1342.13, Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas.

The Department of Defense Dependents Schools (Pacific and Europe) and Cuba was established to provide high quality education for authorized dependents of DoD personnel assigned overseas, and to provide enrollment on a space-available, tuition-paying basis for others identified and prioritized by the Secretary of Defense.

Enrollment Categories

Qualified dependents are authorized to enroll in one of four enrollment categories based on the request of the sponsor. Dependents in enrollment category 1 receive first priority, all others are enrolled on a space-available basis in priority of category of enrollment.

Revalidation/Re-registration

Revalidation of the student's registration for the next school year starts in the spring.
If the sponsor's DEROS/PRD has expired by September 1, extension orders (IPCOT, R.A.T., Command Letter) are required.
If the sponsor's DEROS/PRD is indefinite, proof of continued overseas assignment is required.
If the sponsor is a locally hired DoD civilian, current year certification of employment from the servicing HRO and a copy of notification of personnel action (DA 3434 and SF 50) is required.

Transfer and Withdrawal

Parents or legal guardians must fill out a Withdrawal/Records Request form at least two weeks prior to the student's last day of attendance. If the student is leaving within twenty days of the semester, PCS orders must be submitted to the school. If the student is withdrawing due to Early Return of Dependents, a letter from the sponsor's command must be submitted.

Documentation of Proof of Eligibility - Overseas

Once Eligibility has been established you will need to submit the necessary documentation for proof of Eligibility.

New Students

New students registering for enrollment in DoDEA Europe, DoDEA Pacific, and Guantanamo Bay, Cuba schools overseas are required to provide verification of the following:

- Date of Birth
- Dependent Status
- Active Duty Status of Military Sponsor or Employment Status of Civilian Sponsor
- Status of Defense Contractor Sponsor and Central Billing Letter
- Status of non-DoD sponsor (other Federal Agencies)

Returning Students

Returning students in DoDEA Europe, DoDEA Pacific, and Guantanamo Bay, Cuba schools overseas must provide verification of the following each school year:

- Active Duty Status of Military Sponsor or Employment Status of Civilian Sponsor
- Status of Defense Contractor Sponsor and Central Billing Letter
- Status of non-DoD sponsor (other Federal Agencies)
Early Withdrawal - Overseas/U.S. Territories

Moving to Another Location?

While we hate to see you go, we would like to help make your transition as easy as possible.

1. Please complete the Student Withdrawal / Records Release Form and return to the Student Services Department.
2. Be sure to speak with your counselor so they can coordinate with the new school if necessary (especially with Juniors and Seniors). Give as much advance notice as possible.

Withdrawals and Transfers

Upon receiving final notification of your departure from the community, please inform us at least two weeks prior to your actual departure. This notification is needed to prepare your child's report card, transcript (if applicable), attendance records, and other documents. No progress marks are given in any quarter unless the child has attended school for 20 days during that quarter. In the final quarter, no recommendation for grade placement can be given unless the child attends school for 20 days in that quarter.

Elementary school withdrawal is different than higher grades regarding requirements and is based on the 20-day rule. With ten days prior notification, parents are welcome to pick up student records from the office on the last day of student attendance, after 2:30 p.m. The sponsor/spouse must sign for records, provide a copy of orders, and present an I.D. to receive the child's school records.

It is DoDEA policy that copies of student records are sealed and given to parents to be hand carried to their next school. Official (original) records will be sealed and mailed upon request by the receiving school. Parents who would like a copy of their child's records for their personal files must personally request an extra set of records to be made when filling out the withdrawal form. We cannot make personal copies without advance notice. It is a requirement to clear all debts (replacement or payment for lost or damaged books, library fines, cafeteria debts, etc.) BEFORE the last day of attendance.

DoDEA Accelerated Withdrawal Policy

Excerpt from policy: The policy therefore requires that students present verification of the date of their sponsor's departure, i.e., Permanent Change of Station (PCS) or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a "withdrawal" grade rather than a final grade. At the elementary school level, administrators may annotate the child's progress report to indicate the student's status.

Speak with a school counselor to request Accelerated withdrawal.
Enrollment Contacts (Americas)

If you have additional questions regarding eligibility and/or registration for the DoDEA Americas schools please contact either:

**DoDEA Americas - Mid-Atlantic District:** 910-907-0208

**DoDEA Americas - Southeast District:** 706-545-7276

The DoDEA Regional Office Eligibility Coordinator

**DoDEA Americas Coordinator:** (470) 460-2057