



DEPARTMENT OF DEFENSE
DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS
SOUTH CAROLINA/FORT STEWART/ DODDS CUBA SCHOOL SYSTEM
376 DAVIS AVENUE, FORT STEWART, GEORGIA 31315-1033
Telephone (912) 369-6691 Fax (912) 876-8417

New Student Registration Letter SY 2012-2013

Dear Sponsor,

Welcome to the Laurel Bay Schools! Here at Laurel Bay we strive to provide exemplary educational programs that inspire and prepare each student for SUCCESS in a global environment. Please help us by accurately completing the attached registration packet and returning it to our school.

In order to complete registration so that your child may begin school, you will need to provide the following information. **Incomplete packages will NOT be accepted and children will not be registered until all required documents are submitted.** If you are missing one or more of the following or have questions regarding registration, please contact the school registrar at 843-846-6982.

- a. A completed DS Form 600. The DS Form 600 **must be signed and dated by the sponsor.** If the sponsor is deployed, it may be signed by is or her spouse with a Power of Attorney, Military ID, and/or marriage certificate. (A copy will be retained).
- b. **Certified Birth Certificate**, a certificate of birth abroad, or the child's passport. A copy of the document presented will be retained.
- c. Verification of the student's dependent status of the registering sponsor. If the sponsor is not listed on the birth certificate as a biological parent, the child's dependency and custody determination must be documented before enrollment is approved. The following documents are required and a copy will be retained: **Marriage Certificate** and/or **Spouse's ID card** (front side only).
- d. Documentation of Sponsor's Active Duty Status: a copy of **current orders** and/or the **Sponsor's ID card** (front side only) will be retained. Full-time DoD employees (civilians) status will be verified by the current SF-50 or a letter from the Servicing HR Office.
- e. Documentation of the sponsor's housing assignment in permanent quarters, either by a **housing letter**, **Housing Assignment Voucher**, **the completed front page of the RCI Lease Agreement** or a 90/180-day letter from the appropriate Housing office.
- f. **Certificate of Immunizations** - Important SY 2010-2011 **Immunization Policy** for *new* enrollments mandates all required immunizations be completed prior to the start of school. Please refer to the following website for a listing of the required immunizations. <http://www.dodea.edu/parents/dodea.cfm?cld=imm>

Note: **Pre-K students must be 4 years old on or before September 1st.** Assignment to the AM session or PM session is made by the school administrator.

Kindergarten students must be 5 years old on or before September 1st.

Thank you for your cooperation. If you have any further questions please contact the Registrar at 846-6982. We look forward to serving your child in the coming school year.

Vicky Parr
Principal