

ATTACHMENT 1

NON-DOD SCHOOLS PROGRAM (NDSP)

PROGRAM GUIDANCE

References:

- (a) DoDEA Regulation 1342.13, “Eligibility Requirements for Education of Minor Dependents in Overseas Areas”
- (b) DS Regulation 1035.1, “Use of Non-DoD Schools,” August 14, 2003
- (c) U.S. Department of State Standardized Regulations (DSSR) Section 270, “Education Allowance,” March 28, 2001

Use of non-DoD schools by eligible dependents as defined by Reference (a) may be authorized when DoD dependents’ schools are not available. This guidance is provided to clarify provisions of References (b) and (c) and to explain what educational support may be authorized. Procedures governing the use of non-DoD schools are contained in Reference (b). Whether parents are sending their children to an international school, a local public school, or are providing home schooling, these topics may be of interest.

Advanced Placement (AP) /International Baccalaureate (IB) Courses

- Costs associated with enrollment in Advanced Placement Program courses and course required examinations are authorized. If the school does not offer advanced placement courses, costs or fees for course-required examinations/tests for students in grades 9-12 enrolled in the International Baccalaureate Diploma Certificate Programs are authorized. Funding for AP and IB examinations will be authorized only for students enrolled in AP or IB courses.

Age Requirements

- Minimum age requirements for entry into school are set forth in the Feb 11, 2002, Policy Memorandum, Minimum Age Requirement for Kindergarten and First Grade Overseas Dependents.
- **Northern Hemisphere:** Children must be five or six years of age by October 31 for entry into kindergarten and first grade respectively.
- **Southern Hemisphere:** Children must be five or six years of age by March 31 for entry into kindergarten and first grade respectively.

An eligible dependent is one who has not completed secondary school and who will reach his or her 5th but not 21st birthday by October 31 of the current school year (or March 31 in the southern hemisphere). Children ages three through five with developmental delays and disabilities may be eligible for services if they meet the DoDEA special education criteria.

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Certification

- DoDEA does not accredit, certify, nor designate a particular school that dependents must attend. Parents may choose a school (or home-schooling) in accordance with the attached Elementary (K-5), Middle School (6-8), High School (9-12) Placement Tables.

Correspondence Course

- See Home Schooling

Dormitory Schools/Placement

- See Student Placement

Driver's Education

- Driver's education is not a reimbursable fee.

DSSR Rate

- The rate of educational allowances for each country set by the U.S. Department of State. Rates are posted at http://www.state.gov/rates/by_location.asp

Examinations

- Fees for required examinations such as the GCSE and IGCSE, may be reimbursed. Examination preparation courses may **not** be reimbursed.

English as a Second Language

- English language instruction provided to a child not speaking English sufficiently well to participate fully in a school's curriculum may be authorized up to the maximum allowable rate of \$3,000.

Field Trips:

- **Mandatory Curricular Field Trips** - are defined by DoDEA as organized, school-sponsored activity trips for grades 6-12 (including overnight trips) that are a specifically required component of a regularly scheduled course and participation/non-participation in the activity/trip is directly related to the student's grade for the course, promotion, or graduation, i.e. non-participation will negatively impact the student's grade. The mandatory nature of the activity must be supported in writing by the principal/headmaster of the school.

Note: At all times, locations, and grade levels, parents may independently elect to home school or enroll their child(ren) in a local, tuition free public school delivering instruction in any language.

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DoDEA will pay for transportation and entrance fees provided the cost, when combined with tuition and other reimbursed costs, does not exceed the annual DSSR rate. Payment of student per diem-related expenses involving food, lodging, and incidental expenses is prohibited.

- **Athletic Trips** – are defined by DoDEA as school organized and sponsored athletic trips required to participate in routine team sports or individual athletic competition for grades 9-12. DoDEA will pay for transportation provided the cost, when combined with tuition and other reimbursed costs, does not exceed the annual DSSR rate. Payment of student per diem-related expenses involving food, lodging, and incidental expenses is prohibited.

- **Non-Mandatory Curricular Field Trips and Non-Competitive Athletic Field Trips** - are defined by DoDEA as those taken to enhance general knowledge or to supplement a current course or topic of study. Non-participation in these organized, school-sponsored field trips does not affect the grade for the course, promotion, or graduation. DoDEA will pay surface transportation only provided the cost, when combined with tuition and other reimbursed costs, does not exceed the annual DSSR rate. Payment of student per diem-related expenses involving food, lodging, and incidental expenses is prohibited.

Foreign Language Instruction

- See Supplementary Instructional Support

Gifted Education

- See Supplementary Instructional Support

Home Schooling

- A complete academic course using correspondence course and/or other appropriate materials in the home.

- Parents may use any material they deem appropriate for their children, including privately-purchased faith-based materials. However, DoDEA and the NDSP may not use public funds for the advocacy of sectarian or denominational doctrines.

- Information regarding home schooling is available from the Area Non-DoD Schools Program Manager. [DDESS-Americas \(http://www.am.dodea.edu/NDSP/\)](http://www.am.dodea.edu/NDSP/), [DoDDS-Europe \(http://www.eu.dodea.edu/nondod.htm\)](http://www.eu.dodea.edu/nondod.htm), [DoDDS-Pacific \(http://www.pac.dodea.edu/edservices/NonDoDSchools/nondod.htm\)](http://www.pac.dodea.edu/edservices/NonDoDSchools/nondod.htm).

Lunch Fees

- Generally, NDSP will not provide support for meal programs. However, sponsors may request financial support and these requests will be considered using free and reduced lunch criteria.

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Assistance in determining student eligibility under these criteria may be provided by component school liaison officers.

One Time Fees:

- The Non-DoD Schools Program pays one-time fees (i.e., building and maintenance fees, admission fees, registration and matriculation fees if listed on the school’s fee schedule, laboratory, library, group sports class fees, and required “donations”) only once during a sponsor’s tour of duty. Should the sponsor wish to transfer the child to another school, the program may pay only the difference between what the base school* charges and what has already been paid. The sponsor will be responsible for any difference between that amount and the full cost of the new school. The payment of one-time fees is limited to an amount not to exceed the total of all one-time fees charged by the base school.

* Base School – as defined by the Department of State Standardized Regulations is the base school used to establish the maximum “at post” education allowance for grades K-12. It is usually the least expensive adequate school available to USG families at post.

PSAT/ SAT/ACT

- PSAT examination fees for students in grades 10 and 11 may be reimbursed. PSAT examination preparation courses may **not** be reimbursed.
- Costs for SAT/ACT examinations are not authorized. Travel expenses to and from SAT testing centers will **not** be reimbursed.
- Costs for SAT/ACT preparation courses and materials are **not** authorized.

Second Language

- See Supplemental Instructional Support

Special Education

- See information available at this site: [DoDEA Special Education](#)

Student Placement (incl. Dormitories)

- Student placement in locations not served by a DoD school is determined by the location of the sponsor’s assignment and the student’s grade level. Parents should refer to the attached [School Services/Placement Tables](#) for general guidance and refer specific questions to the Area NDSP Program Manager.
- Payment of transportation fees for parent travel to accompany a child to and from a boarding school is not authorized.

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Summer School

- Summer school may be approved on a case-by-case basis in those instances where it is mandatory to make-up instructional time lost due to evacuation, permanent change of station move, differences in the inclusive dates of the school year, or other unforeseen emergency situations.
- Services for students with disabilities may be provided during school recess periods only when required by an IEP as an extended school year. Determination of the need for extended school year is made in accordance with DoD Instruction 1342.12 and Area guidance.

Supplemental Instructional Support

- Supplemental instructional support may be reimbursed up to the allowable rate but must be **pre-approved by DoDEA**. In addition to the “Base School” educational allowance, \$3,000 per student – per school year may be authorized only for the following reasons:
 - **Foreign Language:** The approved school offers its curriculum in a language that the child does not know well enough in order to progress in the curriculum. Students attending a school where the language of instruction is other than English may be authorized tutoring in the foreign language up to the maximum allowable rate of \$3,000. Approval for supplemental instruction must be based on documented education need. Materials required for language instruction/tutoring must also be approved in advance. Authorized services are based on the language proficiency and age of the child.
 - **Gifted Education:** Students may qualify under the DoDEA criteria for supplemental instruction or materials for gifted education by submitting documentation from the previous public or private school’s gifted education program or the current public or private school’s assessment. Parents must submit evidence to support requests for assessments. The maximum allowable rate for supplemental instruction for gifted education is \$3,000.
 - **Tutoring/Supplemental Course Work:** The child requires assistance in basic classes:
 1. In grades K-3, the student requires compensatory/supported instruction because he/she is not progressing or performing within the normal developmental range.
 2. In grades 4-12, the student is failing or in jeopardy of failing (this includes AP and IB courses).
 - The approved school does not provide instruction in academic subjects generally offered by public schools in the United States for students in grades 9-12 (i.e., English, United States history, United States government, geometry, algebra) and the student will have no other opportunity to complete the courses prior to graduation.

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- The approved school requires additional instruction to enable the child to enter a grade or remain in the same grade in the school.
- The child, upon returning to post along with his/her family subsequent to an authorized/ ordered evacuation, requires additional instruction to successfully complete the current school year.

The sponsor and school must submit documentation in evidence of a request for supplemental instruction. This may include current grade/progress reports and narrative description of current functioning from the teacher. Additional information may be requested. Approvals are generally for a nine-week period. Requests for extended tutoring must be accompanied by a progress report for the previous period of authorized assistance.

Tutoring time is based on the age of the child and the curricular areas being addressed. Tutoring is generally authorized for one to five hours per week. Tutoring will not be authorized to assist in completing homework.

System-Wide Testing

- DoDEA conducts system-wide testing to measure the educational effectiveness of instruction in a school system. Students in the Non-DoD Schools Program may participate in the DoDEA system-wide testing program. Parents requesting that their children participate may take their child to the nearest DoDEA school to participate in system-wide testing provided the arrangements are made sufficiently in advance for materials to be available. Travel expenses will not be reimbursed.
- System-wide testing conducted by an international school, where cost is included in the tuition, will be supported.

Tutoring

- See Supplemental Instructional Support

**Placement of Students
in Locations not Served by DoDEA**

Elementary School Services/Placement (Grades K-5) *

Non-English Speaking Locations	English Speaking Locations
<p><u>Grades K-5, in priority order:</u></p> <ol style="list-style-type: none"> 1. Local public school delivering instruction in English and is tuition-free; 2. If not available then, <ul style="list-style-type: none"> • Home schooling/ correspondence courses reimbursed by DoDEA (parent option), or, • Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA. 	<p><u>Grades K-5, in priority order:</u></p> <ol style="list-style-type: none"> 1. Local public school delivering instruction in English and is tuition-free; <ul style="list-style-type: none"> • Exception for South Africa, Singapore, and Jamaica 2. If not available then, <ul style="list-style-type: none"> • Home schooling/ correspondence courses reimbursed by DoDEA (parent option), or, • Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA.
<p>Exceptions</p>	<p>The only exception to this policy will be for those dependents whose DoD sponsors are either assigned to a Department of State activity or independently assigned as an exchange officer to a host nation program. In these cases the DoD sponsor will be afforded the same educational allowance provided to Department of State employees, or to members of the host nation program to which the DoD sponsor is assigned or attached, up to the published Department of State Standard Regulation rate.</p>

Note: At all times, locations, and grade levels, parents may independently elect to home school or enroll their child(ren) in a local, tuition free public school delivering instruction in any language.

* Guidance becomes effective in the northern hemisphere in August/September 2006 for School Year 2006-2007. Guidance becomes effective for schools in the southern hemisphere in January 2007 for School Year 2007.

**Placement of Students
in Locations not Served by DoDEA**

Middle School Services/Placement (Grades 6-8) *

Non-English Speaking Locations	English Speaking Locations
<p><u>Grades 6-8 in priority order</u></p> <ol style="list-style-type: none"> 1. Local public school delivering instruction in English and is tuition-free; 2. If not available then, <ul style="list-style-type: none"> • Home schooling/ correspondence courses reimbursed by DoDEA (parent option), or, • Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA; 3. If not available then, <ul style="list-style-type: none"> • Boarding school delivering instruction in English (or any language acceptable to the parents) within theater closest to the sponsor's duty station. 	<p><u>Grades 6-8 in priority order</u></p> <ol style="list-style-type: none"> 1. Local public school delivering instruction in English and is tuition-free; • Exception for UK, Australia, New Zealand, South Africa, Singapore, and Jamaica 2. If not available then, <ul style="list-style-type: none"> • Home schooling/ correspondence courses reimbursed by DoDEA (parent option), or, • Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA; 3. If not available then, <ul style="list-style-type: none"> • Boarding school delivering instruction in English (or any language acceptable to the parents) within theater closest to the sponsor's duty station.
<p>Exceptions</p>	<p>The only exception to this policy will be for those dependents whose DoD sponsors are either assigned to a Department of State activity or independently assigned as an exchange officer to a host nation program. In these cases the DoD sponsor will be afforded the same educational allowance provided to Department of State employees, or to members of the host nation program to which the DoD sponsor is assigned or attached, up to the published Department of State Standard Regulation rate.</p>

Note: At all times, locations, and grade levels, parents may independently elect to home school or enroll their child(ren) in a local, tuition free public school delivering instruction in any language.

* Guidance becomes effective in the northern hemisphere in August/September 2006 for School Year 2006-2007. Guidance becomes effective for schools in the southern hemisphere in January 2007 for School Year 2007.

**Placement of Students
in Locations not Served by DoDEA**

High School Services/Placement (Grades 9-12)*

Non-English Speaking Locations	English Speaking Locations
<p><u>Grades 9-12 in priority order</u></p> <ol style="list-style-type: none"> 1. Local public school delivering instruction in English and is tuition-free; 2. If not available then, <ul style="list-style-type: none"> • Home schooling/ correspondence courses reimbursed by DoDEA (parent option), or, • Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA; If not available then, 3. DoD school with boarding facility within theater 4. Boarding school within theater 	<p><u>Grades 9-12 in priority order</u></p> <ol style="list-style-type: none"> 1. Local public school delivering instruction in English and is tuition-free; <ul style="list-style-type: none"> • Exception for UK, Australia, New Zealand, South Africa, Singapore, and Jamaica 2. If not available then, • Home schooling/correspondence courses reimbursed by DoDEA (parent option), or, • Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA; • Exception: UK and Ireland are not entitled to local private day school reimbursement and must go to #3 3. DoD school with boarding facility within theater 4. Boarding school within theater
<p>Exceptions</p>	<p>The only exception to this policy will be for those dependents whose DoD sponsors are either assigned to a Department of State activity or independently assigned as an exchange officer to a host nation program. In these cases the DoD sponsor will be afforded the same educational allowance provided to Department of State employees, or to members of the host nation program to which the DoD sponsor is assigned or attached, up to the published Department of State Standard Regulation rate.</p>

Note: At all times, locations, and grade levels, parents may independently elect to home school or enroll their child(ren) in a local, tuition free public school delivering instruction in any language.

* Guidance becomes effective in the northern hemisphere in August/September 2006 for School Year 2006-2007. Guidance becomes effective for schools in the southern hemisphere in January 2007 for School Year 2007.

ATTACHMENT 2



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY**

4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635

NOV - 9 2005

MEMORANDUM FOR UNITED STATES ARMY, DEPUTY CHIEF OF STAFF
FOR PERSONNEL
UNITED STATES NAVY, DEPUTY CHIEF OF STAFF OF
NAVY PERSONNEL
UNITED STATES AIR FORCE, DEPUTY CHIEF OF STAFF
PERSONNEL
UNITED STATES MARINES, DEPUTY COMMANDANT
FOR MANPOWER AND RESERVE AFFAIRS

**SUBJECT: Authority to Provide Financial Assistance for Education of Certain
Dependents Overseas**

In response to requests for clarification on the provision of educational programs and services in overseas locations not served by Department of Defense Education Activity (DoDEA) schools, the Office of the Secretary of Defense and the Department of Defense Dependents Education Council (DEC), an advisory council composed of senior representatives of each military service, unified and combatant commands, conducted a review of Non-DoD School Program (NDSP) policies and placement practices followed in overseas areas.

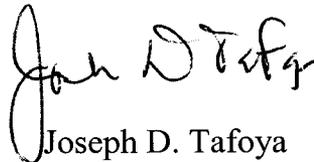
The review concluded that existing DoDEA guidance for student placement in non-English speaking nations was appropriate but that differences between American middle and high school education programs and those found in other English speaking countries could have a detrimental effect on student transition to American schools and longer term impact on their ability to be competitive for post-secondary education. Consequently, the DEC recommended and the Principal Deputy Under Secretary of Defense for Personnel and Readiness concurred, that modification to DoDEA guidance should be made for student placement in English speaking nations, specifically, Canada, the United Kingdom, Ireland, Australia, and New Zealand.

Additionally, an exception is currently in effect authorizing DoDEA to provide private school tuition support for dependents whose sponsors are either independently assigned to a Department of State activity or in an exchange status to a host nation program (attached). After discussion, the DEC voted 8 to 7 in favor of recommending to the Under Secretary of Defense for Personnel and Readiness, that this exception be

cancelled in order to establish consistent guidance applicable to all DoD personnel regardless of State Department affiliation. This recommendation has been forwarded for consideration but DoDEA will continue to honor the exception until final determination is made.

Because some of these modifications represent substantive changes to past practice and in anticipation that these will be of concern to service members considering future assignments, the attached summary of changes to the current DoDEA guidance is provided. It is important to note that a period of grace or other appropriate arrangement will be provided to ensure the continuity of education for children currently enrolled in private schools in these nations. These changes will be included in upcoming changes to the applicable DoDEA regulation.

My staff is available to work with your subject matter experts to assist with any questions or concerns you may have. The point of contact regarding these changes is Mr. Harvey Gerry, Chief, DoDEA Policy and Legislation, at harvey.gerry@hq.dodea.edu or at (703) 588-3206.



Joseph D. Tafoya
Director

Attachments:
As stated

cc:
USEUCOM-J1
USPACOM-J1



FORCE MANAGEMENT
POLICY

ASSISTANT SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

AUG 17 2000

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR OF ADMINISTRATION AND MANAGEMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Authority to Provide Financial Assistance for Education of Certain Defense Dependents Overseas

- References:
- (a) Section 657 of Public Law 105-261, "Strom Thurmond National Defense Authorization Act for Fiscal year 1999," October 17, 1998
 - (b) DoD Directive 1342.13, "Eligibility Requirements for Education of Minor Dependents in Overseas Areas," July 8, 1982
 - (c) Acting ASD (FMP) Directive-Type Memorandum, "Authority to Provide Financial Assistance for Education of Certain Defense Dependents Overseas," March 31, 1999 (hereby cancelled)

This directive-type memorandum supersedes the guidance in reference (c) which assigned responsibilities and prescribed procedures to implement reference (a). Reference (a) authorizes the Secretary of Defense to pay an educational allowance to defray the educational expense of certain overseas, space-required dependents, as defined in reference (b).

To be eligible for an allowance, the DoD sponsor must be assigned to an overseas area in which the Department of Defense Dependents Schools (DoDDS) does not operate a school, and must obtain approval for the allowance from the cognizant DoDDS approval authority prior to incurring any expense. The amount of the educational allowance normally will not exceed the "at post" rate authorized by the Department of State Standardized Regulations (DSSR) (Government Civilians in Foreign Areas), Sections 031.1 and 277.1, for the overseas location to which the DoD sponsor is assigned. DoDDS may pay the DSSR "away from post" rate only when a residential placement is both determined to be necessary and is authorized by the



cognizant DoDDS approval authority. The applicable allowance is inclusive of all allowable educational costs and travel (including that of residentially placed students) between the DoD sponsor's assignment and the school.

Allowable educational costs include the school's standard, publicly advertised tuition charges and matriculation fees. DoDDS is not authorized to fund the cost of duplicate registration and tuition fees, or other fees deemed excessive by the cognizant DoDDS approving authority. DoDDS may not fund the cost of personal expenses, including: clothing (uniforms and athletic equipment), laundry, meals (except when dormitory enrollment is authorized), transportation outside of the school's commuting area, student accident or health insurance, special courses not part of the curriculum of comparable tax-supported schools in the United States (with the exception of host-nation cultural programs), private tutoring, school or classroom decorations or parties, musical instruments, deposits and refundable payments, parent/teacher association fees, graduation gowns and caps, photographs, class banquets, yearbook fees, class rings, field trips that are not part of the curriculum or comparable tax-supported schools in the United States, or parent-or student-directed educational testing.

DoD sponsors may request that cognizant DoDDS approval authority approve certain additional expenses provided such requests are made in writing and approved before incurred. These expenses include: special education and related expenses required by a child's individual education plan, reasonable and economical public or private commuter transportation, extracurricular instruction in a foreign language (when such study began in the United States and the cognizant Deputy Director considers it essential to maintain foreign language proficiency, or the language is the language of the host nation and its study is mandatory at the school), some private remedial tutoring in basic skills, and remedial summer school attendance.

Sponsors requesting approval of additional expenses must furnish the approval authority all relevant educational records pertaining to the child. These include all enrollment data, transcripts, individual special education plans, documentation of pertinent school requirements (such as host nation foreign language instruction) and other records that establish the child's need for supplemental or remedial services. In addition, the sponsor must submit pertinent school data establishing the published or publicly offered fee schedules, and available elements of expenses that comprise the relevant tuition, fees or other items of expense, and the school calendar.

No allowance will be provided to defray the educational expenses of dependents of eligible sponsors stationed in overseas areas where local, tax-supported schools provide an educational program in the English language. Accordingly, sponsors are expected either to send their dependents to local public schools or to be personally responsible for their private school tuition. The only exception to this policy will be for those dependents whose DoD sponsors are either assigned to a Department of State activity or independently assigned as an exchange officer to a host nation program. In these cases, the DoD sponsor will be afforded the same educational allowance provided to Department of State employees, or to members of the host nation program to which the DoD sponsor is assigned or attached, up to the published DSSR rate.

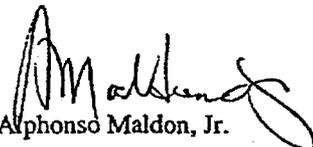
Parents or commanders may submit written requests to the cognizant DoDDS official for a review of the adequacy of the published DSSR rate when the applicable rate appears insufficient to cover expenses typically funded by tax-supported schools in the United States.

The cognizant DoDDS approval authorities for eligible children located within their respective geographical areas of responsibility are: the Office of the Deputy Director, DoDEA, for DoDDS-Europe; the Office of the Deputy Director, DoDEA, for DoDDS-Pacific; or DoD Education Activity Headquarters for Central and South America, Mexico, and the Caribbean. These offices will authorize DoDDS to pay the allowance directly to the school selected by the sponsor. The DoDDS is not required to certify non-DoD schools, but upon request from the DoD sponsor, the cognizant DoDDS officials may assist sponsors in identifying and selecting a suitable non-DoD school.

The appropriate points of contact are:

- DoDDS Europe, Africa, and Asia (to the border of Pakistan and India): Ms. Robin Vicki, DoDDS – Europe – Fiscal Division, CMR 443, Box 7100, and APO AE 09096. Telephone: Commercial: (49)-611-380-7220; (DSN) 338-7220; Fax: (49)-611-377-033; e-mail: robin_vick@eu.odedodea.edu
- DoDDS Pacific, Asia, Australia, All Island Countries in the Pacific and Indian Oceans: Ms. Lorna Dennison, DoDDS Pacific Service Center, Unit 35007, Box 0031, FPO AP 96373-0031. Telephone: (Commercial) (81)-98-879-9131; (DSN) 645-2804/2335; Fax: (DSN) 645-3011; e-mail: lorna_denniston@pac.odedodea.edu
- Headquarters – Central and South America, Mexico, and the Caribbean: Ms. Gail Terries, DoDEA Headquarters, 4040 North Fairfax Drive, Arlington, VA 22203-1635. Telephone: (Commercial) (703) 696-4545, extension 1925; (DSN) 426-4545; Fax: (703) 696-8923; e-mail: gterres@hq.odedodea.edu

This memorandum is effective immediately and shall be published in the Federal Register and incorporated into DoD Directive 1342.13, "Eligibility Requirements for Education of Minor Dependents in Overseas Areas," July 8, 1982, within 90 days.


Alphonso Maldon, Jr.

Summary of Changes
DoDEA Guidance: Students in English Locations not Served by DoDEA

Elementary School Services/Placement		Future Guidance*	
Topic	Original Guidance	Non-English Speaking Locations	English Speaking Locations
Elementary School Grade Levels	Grades K-8	Grades K-5	Grades K-5
Placement/Education Services for Elementary School Students	<p>Grades K-8, in priority order:</p> <ol style="list-style-type: none"> 1. A local, tuition-free school delivering instruction in English. 2. A local, tuition-charging school delivering instruction in English. 3. Correspondence courses (Home Study Programs). 	<p>Grades K-5, in priority order:</p> <ol style="list-style-type: none"> 1. Local public school delivering instruction in English and is tuition-free; <ul style="list-style-type: none"> • Exception for South Africa, Singapore, and Jamaica if not available then, 2. Home schooling/ correspondence courses reimbursed by DoDEA (parent option), or, 3. Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA. 	<p>Grades K-5, in priority order:</p> <ol style="list-style-type: none"> 1. Local public school delivering instruction in English and is tuition-free; <ul style="list-style-type: none"> • Exception for South Africa, Singapore, and Jamaica if not available then, 2. Home schooling reimbursed by DoDEA (parent option), or, 3. Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA.
Exceptions	<p>The only exception to this policy will be for those dependents whose DoD sponsors are either independently assigned to a Department of State activity or in a personnel exchange program status to a host nation program. In these cases the DoD sponsor will be afforded the same educational allowance provided to Department of State employees or to members of the host nation program to which the DoD sponsor is assigned or attached up to the published Department of State Standard Regulation rate.</p>		

Note: At all times, locations, and grade levels, parents may independently elect to home school or enroll their child(ren) in a local, tuition free public school delivering instruction in any language with no reimbursement/at no cost to the government.

* Future guidance effective in the northern hemisphere in August/September 2006 for School Year 2006-2007. Guidance becomes effective for schools in the southern hemisphere in January 2007 for School Year 2007.

Summary of Changes
DoDEA Guidance: Students in English Locations not Served by DoDEA

Middle School Services/Placement		Future Guidance*	
Topic	Original Guidance	Non-English Speaking Locations	English Speaking Locations
Middle School Grade Levels Placement/Education Services for Middle School Students	Included in Elementary School Definitions, i.e. Grades K-8 Grades K-8, in priority order: 1. A local, tuition-free school delivering instruction in the English language. 2. A local, tuition-charging school delivering instruction in the English language. 3. Correspondence courses (Home Study Programs)	Grades 6-8 Grades 6-8 in priority order 1. Local public school delivering instruction in English and is tuition-free; if not available then, 2. Home schooling/ correspondence courses reimbursed by DoDEA (parent option), or , 3. Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA; if not available then, 4. Boarding school delivering instruction in English (or any language acceptable to the parents) within theater closest to the sponsor's duty station.	Grades 6-8 Grades 6-8 in priority order 1. Local public school delivering instruction in English and is tuition-free; • Exception for UK, Australia, New Zealand, South Africa, Singapore, and Jamaica 2. Home schooling/ correspondence courses reimbursed by DoDEA (parent option), or , 3. Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA; if not available then, 4. Boarding school delivering instruction in English (or any language acceptable to the parents) within theater closest to the sponsor's duty station.

Note: At all times, locations, and grade levels, parents may independently elect to home school or enroll their child(ren) in a local, tuition free public school delivering instruction in any language with no reimbursement/at no cost to the government.

* Future guidance effective in the northern hemisphere in August/September 2006 for School Year 2006-2007. Guidance becomes effective for schools in the southern hemisphere in January 2007 for School Year 2007.

Summary of Changes
DoDEA Guidance: Students in English Locations not Served by DoDEA

High School Services/Placement		Future Guidance*	
Topic	Original Guidance	Non-English Speaking Locations	English Speaking Locations
High School Placement/Education Services for High School Students	<p>Grades 9-12</p> <p>Grades 9-12, in priority order:</p> <ol style="list-style-type: none"> 1. Local, tuition-free school delivering instruction in English. 2. A local, tuition-charging school delivering instruction in English. 3. A tuition-charging school which: <ol style="list-style-type: none"> a. Delivers instruction in English. b. Offers an American-type curriculum with residence hall facilities. c. Is more economical to use, or is more conveniently or closely located to the DoD sponsor (when the basis for selection of the school is the location, documentation shall be provided by the sponsor to support the determination). 4. DoD School with residential facility 5. Home schooling/Correspondence courses 	<p>Grades 9-12</p> <p>Grades 9-12 in priority order</p> <ol style="list-style-type: none"> 1. Local public school delivering instruction in English and is tuition-free; if not available then, 2. Home schooling/ correspondence courses reimbursed by DoDEA (parent option), or, 3. Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA; if not available then, 4. DoD school with boarding facility within theater 5. Boarding school within theater 	<p>Grades 9-12</p> <p>Grades 9-12 in priority order</p> <ol style="list-style-type: none"> 1. Local public school delivering instruction in English and is tuition-free; • Exception for UK, Australia, New Zealand, South Africa, Singapore, and Jamaica 2. Home schooling/correspondence courses reimbursed by DoDEA (parent option), or, 3. Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA; • Exception: UK and Ireland are not entitled to local private day school reimbursement and must go to #4 4. DoD school with boarding facility within theater 5. Boarding school within theater

Note: At all times, locations, and grade levels, parents may independently elect to home school or enroll their child(ren) in a local, tuition free public school delivering instruction in any language with no reimbursement/at no cost to the government.

* Future guidance effective in the northern hemisphere in August/September 2006 for School Year 2006-2007. Guidance becomes effective for schools in the southern hemisphere in January 2007 for School Year 2007.

ATTACHMENT 3



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203-1635

JUL 11 2006

MEMORANDUM FOR UNITED STATES ARMY, DEPUTY CHIEF OF STAFF
FOR PERSONNEL
UNITED STATES NAVY, DEPUTY CHIEF OF STAFF OF
NAVY PERSONNEL
UNITED STATES AIR FORCE, DEPUTY CHIEF OF STAFF
PERSONNEL
UNITED STATES MARINE CORPS, DEPUTY
COMMANDANT FOR MANPOWER AND RESERVE
AFFAIRS

SUBJECT: Closure of Department of Defense Education Activity Dormitory

Due to the planned closure of U.S. military facilities in the London area, the Department of Defense Education Activity (DoDEA) will cease operation of the student dormitory facility associated with the London Central High School in June 2007. The availability of the Department of Defense (DoD) operated dormitory program has been an important planning factor for parents when considering transfers to areas supported by the DoD operated dormitory.

London Central High School will remain open at least through school year 2006-2007 (possibly longer) and will expand to include grades Kindergarten through 12. Discussions are in progress now with the European commands to determine the final closure date for the school.

DoDEA's goal is to ensure to the greatest extent possible that all students have a rewarding school experience and that suitable alternatives are available when local schools are unable to provide appropriate education programs. DoDEA program managers are in the process of identifying educational programs in overseas areas to assist families with students in either private day schools or residential facilities.

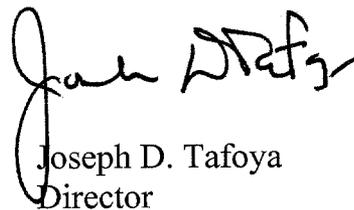
Throughout the coming school year, we will work closely with component and agency liaisons to ensure that unique requirements are recognized to reduce transitions. Of primary importance in this process is your assistance in ensuring that notification and information regarding the closure of the London Central High School residence hall operation is disseminated to all activities in your purview and to active duty personnel and civilians who may be planning for tours in remote areas.

I appreciate your support in ensuring the widest distribution of information regarding the DoDEA student dormitory to your service members. Additional information regarding placement and other questions regarding non-DoD school services is available from the following DoDEA points of contact:

- DoDDS Europe, Africa, and Asia (to the border of Pakistan and India): Non.Dod.Schools@eu.dodea.edu or Non-DoD Schools Program Coordinator, DoDDS-Europe, Unit 29649, Box 7000, APO AE 09096-7000. Telephone: (Commercial) 011-49-611-380-7656; (DSN) 338-7656; Fax: 011-49-611-380-7744
- DoDDS Pacific, Asia, Australia, All Island Countries in the Pacific and Indian Oceans: NDSP@pac.dodea.edu or Non-DoD Schools Program Coordinator, DoDDS-Pacific, Unit 35007, FPO AP 96376-5007. Telephone: (Commercial) 011-81-611-744-5687; (DSN) 644-5687; Fax: 011-81-611-744-5751
- DDESS, Central and South America, Canada, Mexico, and the Caribbean: NDSP.Manager@am.dodea.edu or Non-DoD Schools Program Coordinator, DDESS Service Center, 700 Westpark Drive, 3rd Floor, Peachtree City, GA 30269. Telephone: (Commercial) (678) 364-8004; Fax: (678) 364-8078

The DoDEA point of contact regarding these changes is Harvey Gerry, Chief, DoDEA Policy and Legislation, at harvey.gerry@hq.dodea.edu or at (703) 588-3206.

Thank you for your assistance.



Joseph D. Tafoya
Director

cc:

USCENTCOM J-1

USEUCOM-J1

USPACOM-J1

USSOUTHCOM J-1

Senior Advisor, Personnel Development & Readiness Directorate, USD (I)

ATTACHMENT 4

Non-DoD Schools Program for the Americas

Application Package SY 2006-2007

MANAGED BY:



CHECKLIST

Please note that incomplete applications/application packages will be returned. Please ensure all information fields, signatures, and documentation is included when submitting for approval.

- _____ Completed Application for Enrollment (DoDEA Form 610)
(Make sure sponsor's and Commander/Supervisor's signatures have been secured)
- _____ Completed Request for Reimbursement of Transportation Expenses
(Make sure sponsor's and Commander/Supervisor's signatures have been secured)
- _____ Completed Verification of Eligibility Form
(Make sure sponsor's and Commander/Supervisor's signatures have been secured)
- _____ Copy of Sponsor's Assignment Orders
(Orders must have the date of birth for the dependent applying for enrollment. Otherwise, a copy of the dependent's passport or birth certificate is also required.)
- _____ Funding Details Form
(All costs being claimed for reimbursement should be detailed on this form.)
- _____ Copy of Published School Tuition Rates
- _____ Copy of School Calendar

Children with Special Needs must also provide:

- _____ Copy of Current Individualized Education Plan (IEP)
(Must identify specific educational needs and proposed outcome of services.)
- _____ Letter from School Administrator concurring with IEP requirements

X _____

Signature of the Local NDSP Liaison

**APPLICATION FOR ENROLLMENT IN A NON-DOD SCHOOLS PROGRAM
FOR SCHOOL YEAR _____**

PRIVACY ACT STATEMENT

AUTHORITY: Sections 921-932 of Title 20, and E.O. 9397.

PRINCIPAL PURPOSE(S): The primary use of this information is by Department of Defense Education Activity (DoDEA) officials to: (a) determine the eligibility of children to attend these schools; (b) make arrangements for education and payment made, as required; (c) schedule children for transportation; and (d) monitor special education services required by and received by the student.

ROUTINE USE(S): Additional disclosure of germane information is authorized to other officials of the Department of Defense requiring information for operation of the Department (including defense investigative agencies and recruiting officials). Routine disclosure of certain information is authorized outside the Department of Defense. The sponsor's name, rank, and branch of service may be released to former students for the purpose of organizing reunion activities. The "Blanket Routine Uses" set forth at the beginning of the Office of the Secretary of Defense's compilation of systems of records notices, as published at <http://www.defenselink.mil/privacy/notices/osd/>, apply to this system.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or result in the denial of educational benefits for the dependent of the individual requested to complete this form.

PART I - TO BE COMPLETED BY THE SPONSOR

Under the provisions of DoDEA Regulation 1035.1, request that the following command sponsored dependent be authorized to enroll in the following non-DoD school:

1. NAME OF NON-DOD SCHOOL DESIRED TO ENROLL <i>(Include City and Country)</i>	2.a. ENROLLMENT START DATE <i>(YYYYMMDD)</i>	b. GRADE IN SCHOOL
---	--	--------------------

3.a. STUDENT NAME <i>(Last, First, Middle Initial)</i>	b. DATE OF BIRTH <i>(YYYYMMDD)</i>
--	------------------------------------

4.a. DID YOUR CHILD RECEIVE SPECIAL EDUCATION OR 504 ACCOMMODATIONS AT THE PREVIOUS SCHOOL? <i>(If Yes, attach copy of IEP or 504 Plan.)</i>	YES	NO	b. IS YOUR DEPENDENT ENROLLED IN EFMP?	YES	NO
---	-----	----	--	-----	----

5. SPONSOR INFORMATION	
a. NAME <i>(Last, First, Middle Initial)</i>	b. SOCIAL SECURITY NUMBER

c. RANK/GRADE/SERVICE	d. DEROS	e. MAP/FMS/SAO
		YES <input type="checkbox"/> NO <input type="checkbox"/>

f. UNIT NAME AND MAILING ADDRESS	g. LOCAL MILITARY MAILING ADDRESS <i>(If different from f.)</i>
----------------------------------	---

h. DUTY TELEPHONE NUMBER	i. HOME TELEPHONE NUMBER	j. UNIT FAX NUMBER
--------------------------	--------------------------	--------------------

k. E-MAIL ADDRESS

l. NAME AND LOCATION OF NEAREST DOD SCHOOL
--

m. DISTANCE FROM SPONSOR'S PLACE OF RESIDENCE TO NEAREST DOD SCHOOL <i>(Miles)</i>	n. DISTANCE FROM SPONSOR'S PLACE OF RESIDENCE TO NON-DOD SCHOOL <i>(Miles)</i>
--	--

6. SPONSOR'S CERTIFICATION
I certify that the above information is true and correct to the best of my knowledge. I also certify that the dependent named in Item 3 is command sponsored. I will notify the NDSP Program Manager in case of withdrawal of my dependent prior to the end of the term. I understand that I am responsible for any costs incurred that are not approved for payment by DoDEA.
(Attach copies of Sponsor's FCS orders, Reimbursement of Transportation Expenses and Verification of Eligibility Forms.)

a. SIGNATURE OF SPONSOR	b. DATE <i>(YYYYMMDD)</i>
-------------------------	---------------------------

PART II - TO BE COMPLETED BY THE COMMANDER

7. COMMANDER ENDORSEMENT			
a.	CONCUR NON-CONCUR	b. DATE <i>(YYYYMMDD)</i>	c. TELEPHONE NUMBER
e. RANK/GRADE		f. UNIT/APO/FPO	d. TYPED NAME <i>(Last, First, Middle initial)</i>
			g. SIGNATURE

PART III - TO BE COMPLETED BY THE NON-DOD ELIGIBILITY OFFICER

8.a.	APPROVE DISAPPROVE	b. DATE <i>(YYYYMMDD)</i>	c. TYPED NAME OF NON-DOD ELIGIBILITY OFFICER <i>(Last, First, Middle Initial)</i>	d. SIGNATURE
------	-----------------------	---------------------------	---	--------------

REQUEST FOR REIMBURSEMENT OF TRANSPORTATION EXPENSES FOR SY _____

(This form is to be used only if the school does not provide daily round-trip transportation and for dormitory students.)

In accordance with DoD Directive 1342.13, public transportation or private car pools may be authorized if daily transportation is not furnished by the school or through a contract. However, prior approval from the NDSP Program Manager is required. Therefore the following information must be provided:

PART I – (To Be Completed By Sponsor)

SPONSOR NAME: _____ RANK: _____ SSN: _____

HOME ADDRESS: _____

UNIT: _____ ADDRESS: _____ TEL#: _____

STUDENT(S) NAME(S) (1) _____ (2) _____ (3) _____

SCHOOL NAME: _____ ADDRESS: _____ TEL#: _____

MODE OF TRANSPORTATION: (check one)
POV ___ SUBWAY ___ BUS ___ RAIL ___ OTHER _____

POV _____ COMPUTATION AREA:

- a. Mileage, ROUND-TRIP (home-to-school-to-home) _____
- b. Number of school days per month _____
- c. Total mileage per month (a x b) _____

(ONLY ONE ROUND TRIP PER DAY IS AUTHORIZED)

PUBLIC TRANSPORTATION: _____ COMPUTATION AREA:

- a. Fare, ONE WAY to school _____
- b. Number of School days _____
- c. Amount of Fare per month (a x b) _____

(ONLY ONE ROUND TRIP PER DAY IS AUTHORIZED)

TRANSPORTATION BETWEEN DORMITORY AND RESIDENCE:

- a. Travel Mode _____
- b. Charge per ONE WAY trip _____
- c. Number of ONE WAY trips _____
- d. Total Cost (b x c) = _____

Three (3) round trips per school year are authorized: Beginning of school year (ONE WAY), winter break (ROUND TRIP), spring break (ROUND TRIP), and end of school year (ONE WAY).

SPONSOR'S CERTIFICATION:

In accordance with DoD Directive 1342.13, I request reimbursement for the cost of transporting my dependent(s) to and from school. The information above is applicable. I certify that government or school transportation is not available. The transportation for which reimbursement is requested is the most cost-effective means available.

SIGNATURE: _____ DATE: _____

PART II – COMMANDER'S CERTIFICATION:

(Date) _____

The information above is correct to the best of my knowledge. I recommend approval of this request for reimbursement of transportation costs.

Duty Telephone

Typed Name, Grade/Rank, Unit, APO

Signature

VERIFICATION OF ELIGIBILITY TO ATTEND A NON-DOD SCHOOL
SCHOOL YEAR _____

In accordance with DoD Directive 1342.13, tuition allowance for schooling is authorized for dependents of sponsors eligible for living quarters allowance and transportation to or from the duty station at Government expense. Request eligibility certification below. Failure to provide this certification along with the commander's endorsement would result in the denial of enrollment in a Non-DoD tuition-fee school at Government expense. A copy of the sponsor's PCS orders is to be attached. All members of a family may be listed on the same form. (Please print clearly.)

PART I – SPONSOR'S CERTIFICATION (Select a, b, or c below as applicable)

I, _____, assigned to _____ certify that
 (Sponsor's Name) print in capital letters (Unit)

(a) (MILITARY SPONSOR) I am serving an accompanied tour of _____ months and the student(s) listed below is/are my minor dependent(s). My dependents are authorized transportation at government expense to/or from my duty station.

Signature _____ Date _____

(b) (CIVILIAN SPONSOR) I am a full time DoD civilian employee, assigned overseas, my dependents were transported overseas at Government expense and I am receiving Living Quarters Allowance.

Signature _____ Date _____

(c) (NON APPROPRIATED FUND (NAF) SPONSOR) I am a full time NAF employee, assigned overseas and I am receiving Living Quarters Allowance and my dependent(s) listed below is/are authorized transportation at Government expense to and/or from CONUS.

Signature _____ Date _____

<u>STUDENT'S NAME</u>	<u>BIRTH DATE</u> (YYYYMMDD)	<u>RELATIONSHIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PART II – COMMANDER'S ENDORSEMENT

(This endorsement is to be completed by the sponsor's commander or by the servicing Personnel Officer)

This is to certify that (Sponsor's Name and Rank) _____

Is assigned to (unit) _____

And is serving an accompanied tour of _____ months with an expected rotation date of _____

According to the member's service record, the above named student(s) is/are legal dependent(s) of this member and is/are eligible DoD for tuition assistance.

PRINT: Name _____ Rank _____ Title _____

Unit _____ APO/FPO _____

Signature _____ Date _____ Telephone _____

Address of Servicing Personnel Office _____

FUNDS REQUEST SHEET

SUBJECT: Non-DoD Schools Program /Americas

DATE: _____

COUNTRY: _____

STUDENT: _____

GRADE: _____

SPONSOR: _____

DSSR RATE: _____

NAME OF SCHOOL: _____

SCHOOL YEAR: _____

FISCAL YEAR: _____

NEW STUDENT _____ **RETURNING STUDENT** _____ (Check One)

Tuition: _____

Application Fee: _____

Transportation/Bus: _____

Capital Levy: _____

Tutoring: _____

Security: _____

Books: _____

Entrance Exam: _____

Field Trips: _____

Building Levy: _____

Library: _____

Other One-Time Fee: _____

Technology: _____

PE: _____

Matriculation: _____

Registration Fee: _____

Other (Explain Below): _____

NOTES:

(For Official Use Only)

Authorized By: _____
NDSP Program Manager (DDESS)

Reviewed By: _____
NDSP Program Administrator (DDESS)

ATTACHMENT 5

FUNDS REQUEST SHEET

SUBJECT: Non-DoD Schools Program /Americas

DATE: _____

COUNTRY: _____

STUDENT: _____

GRADE: _____

SPONSOR: _____

DSSR RATE: _____

NAME OF SCHOOL: _____

SCHOOL YEAR: _____

FISCAL YEAR: _____

NEW STUDENT ____ **RETURNING STUDENT** ____ (Check One)

Tuition: _____

Application Fee: _____

Transportation/Bus: _____

Capital Levy: _____

Tutoring: _____

Security: _____

Books: _____

Entrance Exam: _____

Field Trips: _____

Building Levy: _____

Library: _____

Other One-Time Fee: _____

Technology: _____

(For Official Use Only)

PE: _____

Matriculation: _____

Registration Fee: _____

Other (Explain Below): _____

NOTES:

Authorized By: _____
NDSP Program Manager (DDESS)

Reviewed By: _____
NDSP Program Administrator (DDESS)

ATTACHMENT 6

SUBJECT: School at Post Education Allowance for the 2006-2007 School Year

Ref: A) Education Allowance Questionnaire (Form DS-63) dated 05/04; B) Department of State Standardized Regulations (DSSR) Sections 070, 270, and 920

STATE 00104472 001.2 OF 002

1. Every summer, many posts submit their annual education allowance questionnaires to the Office of Allowances (A/OPR/ALS) so that A/OPR/ALS can establish the "school at post" education allowance rates for the upcoming school year. Because our office is cognizant of the importance of these rates to USG families serving overseas, we issue this yearly cable to give you guidance on how to properly complete the education allowance forms. Complete forms enable us to analyze the data more quickly and help us understand the issues that parents of school-age children face.

2. All posts must use the most current version of Form DS-63, revised and updated in 2004, to submit data used to determine at post rates. The DS-63 is available on the State Department intranet site at <http://arpsdir.a.state.gov/eform/formsearch.html> . The form is also available on the internet at <http://www.travel.state.gov/Publications/publicuseforms.html> . Adobe Acrobat is necessary to access the form on the internet as it in .PDF format.

3. A/OPR/ALS will make every effort to analyze all reports in time to publish the revised school at post education allowance rates before the beginning of the 2006-2007 school year (SY). Until the annual review is completed, the rates for the 2005-2006 SY will remain in effect. These rates should be sufficient to cover the costs for the first semester of the new school year if it is necessary to process payments before the new rates are published. If the schools at your post offer a discount to the USG for paying the full year's tuition before the beginning of the school year, please let us know in a cover memo so that we may process your submission in time to take advantage of the discount.

4. A/OPR/ALS calculates the school at post education rates to cover the cost of tuition, books and supplies (when they are not included in tuition costs), daily transportation to and from school, and required allowable fees as described in DSSR Section 277.1. The education allowance rates are based on the aforementioned costs at the least expensive "adequate" school at post. For more information regarding the adequacy of a school, please contact the Office of Overseas Schools at OverseasSchools@state.gov

5. Posts should submit a Form DS-63 for every school that is attended by mission children, as well as for the school on which the allowance is based, (also known as the base school) regardless of whether that school is attended by any children of USG employees. Officers who do not know which school is the base school can refer to the Office of Allowances intranet website at http://aoprals.a.state.gov/content/Archives/base_school.asp .

6. To ensure that your education allowance submission is complete, carefully follow the instructions on the form and answer all sections in full. Please attach the following documentation to your application:

A. The school's 2006-2007 calendar. This calendar STATE 00104472 002.2 OF 002 should list the beginning and ending dates for each semester or term. (Question 7)

B. A chart or memo explaining age and grade equivalencies if the local grade levels differ from the K-12 system used in U.S. public schools. (Question 8) Please note that kindergarten is defined as the year immediately preceding first grade. The education allowance can not/not be used to pay for pre-kindergarten or the first year of a two year kindergarten program.

C. The school's 2006-2007 fee statement. This fee statement should include all costs, specified by grade, charged for International Baccalaureate (IB) courses, Advanced Placement (AP) courses, books and supplies, computer usage, required school fees, and local transportation to and from school. (Questions 9-11)

--Only include expenses for books and supplies if the school charges a separate fee for those books and supplies that would normally be provided free of charge in U.S. public schools. (Question 9)

--Provide a description of the methods of transportation available to mission children attending the school in addition to cost information. If the only means of transportation available is by privately owned vehicle (POV), provide the distance, in miles, of a one-way trip between the student's home and school. If carpools are utilized, provide the one-way distance between the farthest pick-up point and the school. (Question 9)

--If tuition costs include either mandatory or optional field trips, the respective costs must be reported separately. Please note that the Office of the Legal Adviser has ruled that expenses for overnight field trips may not/not be reimbursed. However, if included in the tuition, short, one-day local trips, similar to what a student could receive free of charge in a U.S. public school, may be reimbursed. (Question 10)

--Define or explain all fees listed on the fee statement, e.g., special services fees, AP or IB exam fees, supplementary service fees, capital fund, and certificates of entitlement. State whether each fee is an annual or a one-time expense and whether it is refundable. (Question 11)

D. The school's 2006-2007 catalog, including a detailed description of the curriculum.

7. Post should use the following address to mail or pouch reports:

Office of Allowances (A/OPR/ALS), Room
L-314, SA-01, U.S. Department of State,
Washington, D.C. 20522-0103.

The courier address is:

Department of State, Office of Allowances,

2401 E Street, N.W., Room L-314
Washington, D.C. 20522-0103.

Our fax numbers are: 202-261-8707 or 8708.

8. For further assistance, please contact the Office of Allowances team supervisor for your region. Audrey Thurman, the team supervisor for AF, CA, WHA, and Eastern European posts, can be reached at 202-261-8717 or ThurmanAE@state.gov . Joyce McNeil, the team supervisor for NEA, SA, EAP, and Western European posts, can be reached at (202) 261-8704 or McneilJM2@state.gov .

RICE
BT
#4472

ATTACHMENT 7



U.S. DEPARTMENT OF STATE
Office of Allowances
Education Allowance Questionnaire

INSTRUCTIONS

The information provided in this questionnaire is used to determine the "school at post" education allowance rates. Guidance on reporting is contained in the Department of State Standardized Regulations (DSSR) Section 072. The completed questionnaire should reflect the educational costs of attending the school at post as they pertain to the majority of eligible U.S. Government (USG) civilian employees with school age children.

- Report all costs in the currency used for payment and specify the currency.
- Do not include discounts given to parents for enrolling more than one child in the same school.
- Sign and date this report to certify completion in accordance with Chapter 270 of the DSSR.
- Submit a separate DS-63 report for each school where USG dependents attend.

SUBMITTING THE REPORT:

- (a) **All locations and posts** should attach fee statements, catalogs, calendars, transportation invoices, and any other documentation supporting costs to the signed original of this report.
- (b) **Department of State posts** should submit the signed original of this report directly to the Department of State, Office of Allowances:
- | | |
|---|--|
| U.S. Department of State | Copies of this report may be sent in advance via fax or email to: |
| Office of Allowances (A/OPR/ALS) | Fax: 202-261-8707 |
| 2401 E Street, N.W. | Email: AllowancesO@state.gov |
| Washington, D.C. 20522-0104 | |
| Rm. L-309, SA-1 | |
- (c) **Non-Department of State locations** that are not under the authority of the U.S. Mission should submit the signed original of this report to the Department of State, Office of Allowances through their parent agency's headquarters.



U.S. DEPARTMENT OF STATE
Office of Allowances
Education Allowance Questionnaire

1.	Post:
2.	Country:
3.	School Name:
4.	School Location: Street Address: (Do not use P.O. Boxes.) City: Province/State: Country:
5.	Type of School: <input type="checkbox"/> Operated by DoD <input type="checkbox"/> Boys Only <input type="checkbox"/> Religious-Affiliated (with mandatory religious instruction) (Check all that apply.) <input type="checkbox"/> Coed <input type="checkbox"/> Girls Only
6.	Language of Instruction: (If bilingual, specify the language in which the majority of classes are taught.)
7.	Date Current School Year Begins (mm-dd-yyyy): Date Current School Year Ends (mm-dd-yyyy): Number of School Days: (Include the school calendar.)
8.	Grades available in the school's curriculum: <input type="checkbox"/> K-12 or <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 If K-12 or K is selected above, check half-day or full-day kindergarten program below. <input type="checkbox"/> K (half-day program) or <input type="checkbox"/> K (full-day program) If the age/grade levels of the school are different than those in the U.S. public school system, attach the school's age/grade equivalency chart. Attach the school catalog.
9.	Report the following information for the current school year by grade(s). Report all costs in the currency used for payment and specify the currency. <ul style="list-style-type: none"> • Cost of basic tuition. Only include costs for required courses. • Cost of books and supplies required by the school, if not included in basic tuition. Include costs such as book rental fees, but do not include items that students in U.S. public schools normally pay for (e.g., pencils, paper, and books for summer/supplemental reading). • Cost of transportation between home and school by the most commonly used method, if not included in basic tuition. Attach the provider's transportation invoices. When privately owned vehicles (POVs) are used for daily school transportation, report the mileage of a one-way trip between the farthest pick-up point and the school. • Most commonly used method of transportation between home and school (e.g., school bus, POVs).

Costs for the Current School Year

Applicable Grade(s)	Basic Tuition	Books and Supplies	Transportation (Mileage for POVs)	Method of Transportation Between Home and School
Example:				
K-3	Yen 1,922,000	Yen 0 (incl. In tuition)	Yen 315,000	School Bus

10.	Report the costs in the currency used for payment and specify the currency for each field trip included in basic tuition for the current school year. Provide a description for each field trip. Include information regarding the location or destination of the field trip.						
Field Trips							
Description	Location/Destination	Applicable Grade(s)	Cost				
Example:							
<i>Trip to the Tokyo Science Museum</i>	<i>Tokyo, Japan (Local Trip)</i>	<i>5-6</i>	<i>Yen 400</i>				
11.	Itemize and report all other required fees in the currency used for payment and specify the currency (e.g., building fees, registration fees, matriculation fees, laboratory fees, and/or admission fees, per DSSR 274.12e). Indicate whether the fee is annual or one-time, and if it is refundable or non-refundable. Do <u>not</u> report fees that are included in basic tuition.						
Required Fees							
Type	Applicable Grade(s)	Cost	Annual	One-time	Refundable	Non-Refundable	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Example:							
<i>Registration Fee</i>	<i>12</i>	<i>Yen 300,000</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12.	Provide the exchange rate for each currency reported in questions 9, 10, and 11. Exchange Rate per U.S. Dollar: Date (mm-dd-yyyy):						
13.	Comments: (Provide comments to support any responses that may need further explanation.)						
I certify that this report has been completed in accordance with the Department of State Standardized Regulations (DSSR) and that all fee statements, catalogs, calendars, transportation invoices, and any other documentation supporting costs have been attached.							
Name and Title of Approving Officer			Signature of Approving Officer				
Name: Title:							
Agency							
			Contact Information		Date		
			Telephone: Email:				

ATTACHMENT 8

The Non DoD School Program Liaison Information Sheet

(Please print)

LIAISON

FIRST NAME: _____

LAST NAME: _____

RANK/ TITLE: _____

SENDING ORGANIZATION: _____

MAILING ADDRESS: _____

COMMERCIAL PHONE NUMBER: _____

DSN PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

COMMANDER'S NAME: _____

CDR'S PHONE NUMBER: _____

BUDGET OFFICER

FIRST NAME: _____

LAST NAME: _____

PHONE: _____

EMAIL: _____

OTHERS WHO HELP PROCESS NDSP PAYMENTS: _____