



DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS
NON-DOD SCHOOLS PROGRAM FOR THE AMERICAS

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August 1, 2006

MEMORANDUM FOR NON-DOD SCHOOL PROGRAM (NDSP) LIAISONS

SUBJECT: NDSP-Americas Administrative Guidance for School Year (SY) 2006-2007

To assist with the NDSP enrollment process for SY 2006-2007, the following guidance is being provided in regards to:

- Significant NDSP Policy and Procedural Changes for SY 2006-2007
- Re-Enrollment for Returning Students
- NEW Student Enrollment
- Home Schooling Enrollment
- Special Needs Students
- One-Time Fees
- Funds Request Sheets
- Supplemental Instruction
- DSSR Education Allowance Adjustment Requests
- NDSP Liaison Information Updates
- NDSP Conference

SIGNIFICANT POLICY AND PROCEDURAL CHANGES FOR SY 2006-2007

- Supplemental guidance to DoDEA Regulation 1034.1 has been developed in collaboration with NDSP-Europe, NDSP-Pacific and DoDEA-HQ Policy Office. I have attached the guidance (**Attachment 1**) and recommend all liaisons print a copy and keep with your copy of the DoDEA Regulation 1035.1 as it will assist in answering sponsor/parent questions regarding allowable and non-allowable expenses. The guidance will be posted on the NDSP website in the near future for liaisons and parental access.
- London Central High School will cease operations of their dormitory facilities in June 2007 (**Attachment 2**). This means that the LCHS Dormitory option is no longer available to DoD students abroad. As there are no known English-speaking dormitories in South or Central Americas that meets the DoD criteria of acceptable for our DoD dependents at this time, I am diligently working with DoDEA-HQ to pursue adequate and acceptable alternatives. If the schools for grades 9-12 in a your location have been deemed "inadequate" by the Office of Overseas Schools, and a parent wishes to exercise the option of dormitory schools abroad for their dependent, please have them contact me directly. I will work personally with each on a case by case basis.

- A policy memorandum which affects English-speaking countries (Canada and Jamaica only in my AOR) was disseminated to all major commands in March 2006 (**Attachment 3**), which sets new policies for NDSP student enrollment to public and private schools in these locations. Attached is the memorandum which was distributed to all major commands in March 2006 regarding policy change implementations for SY 2006-2007.
- NDSP has undergone a transition from manual records to an automated enrollment and funding tracking system during the last year. After October 1, please expect to see minor changes to the Funding Authorization Details Sheets which are provided to you with the accounting citations and approved student expense. The essential information on the sheets will be unchanged, but the format in which you are used to seeing it may change slightly, and this is due to the transition to the new system.
- DoDEA form 610, NDSP Application for Enrollment, (**Attachment 4**), MUST be used for all NEW student enrollments. Previous versions (DS-2037) will NOT be accepted. If a package is submitted with the old form, you will be notified to submit the new form and approval/funding will not be processed until the correct form is received.
- Vigilant budgetary accountability measures will continue to be in place this year that will permit me to provide funding appropriations ONLY when an actual invoice, receipt or proof of payment has been submitted with the Funds Request Sheet. I am not authorized to fund any expenses for which I do not have an actual invoice, receipt or proof of payment. If a funding request is submitted without one, the request will remain in pending status until one is received.

RE-ENROLLMENT FOR RETURNING STUDENTS

It is not necessary to send a completely new application package for students who received tuition assistance during the previous school year.

The following IS required for re-enrolling students:

- School's published fee schedule for SY 2006-2007
- School's published calendar for SY 2006-2007
- Invoices for each dependent for SY 2006-2007 (expenses must be itemized)
- NDSP Funds Request Sheet for EACH dependent (**Attachment 5**).
(Amounts must be listed in U.S. dollars and the current rate of exchange provided in the "NOTES" section.)

NEW STUDENT ENROLLMENT

For dependent NEW to the NDSP for SY 2006-2007 the following must be submitted for EACH dependent:

- NDSP Application Package (**Attachment 4**)
 - o DoDEA Form 610 (*Note - DS-2037 will no longer be accepted.*)
 - o Verification of Eligibility
 - o Request for Reimbursement of Transportation Expenses
- Sponsor's Assignment Orders
- Funds Request Sheet (**Attachment 5**)
- Invoices
- School Fee Schedule
- School Calendar
- IEP/Evaluation Summaries (if applicable)

Incomplete applications/application packages will not be processed. Please ensure all required information fields, signatures and supporting documentation are included when submitting for approval and funding.

HOME SCHOOL ENROLLMENTS

Sponsors wishing to home school their children during the SY 2006-2007 must submit their intended curriculum materials list along with a completed NDSP application package for approval. When the form requires for the name of the non-DoD school, please have the sponsor enter the predominant home schooling source from which materials will be purchased. Please ensure that the sponsor is aware of allowable and non-allowable home schooling expenses and the current DSSR rates for home schooling.

Additional information can be found in the NDSP brochure, *Enrolling Your Child In A Home Schooling Program*, provided at the last conference or on the NDSP-Americas website (<http://www.am.dodea.edu/NDSP/pages/HomeStudy.htm>).

SPECIAL NEEDS STUDENTS

Per DoD Education Activity (DoDEA) Headquarters regulation, the NDSP is required to have all students requiring special needs services assessed – a coordinated effort between the school, parents and the NDSP Special Education Coordinator -- and to be placed on a standardized DoDEA IEP for the school year in which services are to be received and NDSP funding provided. Funding for special needs services may be provided to an eligible dependent from the ages of birth to 21. Some such services may include - but are not limited to – Speech Therapy, Language Therapy, In-class

aides/tutors or supplemental instruction. Please note that Occupational and Physical therapies are not funded through the NDSP as they are medical services and funded through TriCare (or equivalent).

Immediately upon becoming aware that a child in your area of responsibility may require special needs services, please have the parent/sponsor contact my office immediately for assistance. If a child has previously received special education services but was not on a DoDEA IEP, please have the parents contact our office if the child will need to continue these services during SY 2006-2007.

Please note that services will not be funded unless a child meets the criteria established in DoDEA Instruction 1342.12 and DSM 2500.13-M-Revised, and is placed on a DoDEA IEP developed by the NDSP Special Education Coordinator.

ONE-TIME FEES

If a sponsor elects to send their dependent(s) to a different school than the previous school year, please remind the sponsor that the NDSP will pay "one-time" fees only once during an assignment, except in certain cases when:

- (1) A school attended does not offer the next grade (e.g. middle to high school) or the appropriate program;
- (2) The school attended is not the base school and charges less than the base school. Should the sponsor wish to transfer the child to another non-base school, the program can 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.

FUNDING REQUESTS

One Funds Request Sheet (**Attachment 5**) per student should be submitted **every time** funds are being requested (tuition, transportation, books, supplemental instruction, etc.). Multiple expenses for the same student may be listed on a single Funds Request Sheet, but multiple students may not. In addition to the Funds Request Sheet, please submit invoices/bills for the expenses being claimed. All expenses must be listed in U.S. dollars (USD) on the Funds Request Sheet and rate of exchange (ROE) must be indicated in the notes section.

SUPPLEMENTAL INSTRUCTION

Requests for dependents requiring supplemental instruction must be submitted in writing prior to any expenses being incurred or services being received. Supplemental instruction may be approved for funding through the NDSP if one or more of the following apply:

- (1). The student is on an Individual Education Plan (IEP) which requires tutoring;
- (2). The child is in jeopardy of failing a remedial course (Math, English, Science, etc.), and failure of this course will preclude the child from proceeding to the next grade level;
- (3). The course for which funding is requested is usually offered in a U.S. public school, but is not offered at the foreign non-DoD school (i.e. United States history, civics, computers, American literature, English grammar, Advanced Placement or International Baccalaureate Courses); or
- (4). The student requires English/Spanish as a Second Language (E/S SL) courses in order to assist with the understanding of the course instruction.

If situation (1) applies, the recommendation for supplemental instruction must be directly addressed in the child's IEP.

If situation (2) applies, a letter from the school administrator stating the danger of the student's failure and the recommended frequency of tutoring and estimated cost per session must be submitted. The student's progress report/grades for the course requiring supplemental instruction must also be submitted.

If situation (3) applies, a letter from the school administrator must be submitted concurring that they do not offer this course at their school.

If situation (4) applies, a letter from the school administrator must be submitted stating the student's lack of ability in the language requires tutoring and the impact of this on the student's learning ability. The frequency and estimated cost for tutoring should be included in the letter from the school administrator.

Additionally, in all four situations, progress reports to determine the effectiveness of the supplemental instruction can - and in most cases will - be requested either periodically throughout the course of instruction, or at a minimum, at the completion of the recommended instruction.

In each of these circumstances, requests for approval and funding of supplemental instruction must be submitted in writing and **PRIOR** to any costs being

incurred or services being rendered. If the sponsor fails to obtain prior approval, the sponsor will be held responsible for paying all costs incurred prior to the date of approval.

Payment of expenses incurred for supplemental instruction can be handled in one of two ways:

1. The service provider (tutor, therapist, etc.) can bill the sponsor for services rendered, the sponsor can submit billing to the NDSP liaison and the NDSP liaison will then request funding from the NDSP Program Manager; or
2. The service provider (tutor, therapist, etc.) can bill the Embassy directly, and the NDSP liaison can then submit a request for funds to the NDSP Program Manager

Please remind the sponsor that upon selecting a service provider, if they are required to sign a contract for services, they – the sponsor – are bound by the contract, not the U.S. Government. Therefore, any penalties incurred for breach of contract are the responsibility of the sponsor, not the NDSP.

DSSR RATE ADJUSTMENT REQUESTS

The Department of State (DoS) Office of Allowances establishes DSSR Education Allowance rates which are used as the NDSP funding caps. Due to annual tuition increases for the base schools, a request for an adjustment to the established DSSR Education Allowance may be required. The DoS Office of Allowances has published guidance regarding the proper procedures for requesting adjustments to your local DSSR Education Allowance rates (**Attachment 6**).

Department of State guidance and form DS-63 is attached (**Attachment 7**). Ms. Audrey Thurman is a wonderful resource at the Office of Allowances, and can assist you and/or your budget officers with the educational questionnaires. Please note that a questionnaire must be completed on every school where DoD dependents are attending and the NDSP is providing funding. This allows the DSSR rates to reflect all educational expenses in that location.

LIAISON INFORMATION UPDATES

Please submit any changes to the NDSP liaison contact information for your country/location. If the liaison has changed since the beginning of last school year, or if the liaison will be changing in the very near future, please submit the new liaison's information on the Liaison Information Sheet (**Attachment 8**). I will update all liaison information rosters and e-mail address books so that all information and materials relating to the program can be disseminated in a timely matter.

NDSP CONFERENCE

My intent is to schedule a NDSP Conference early 2007 in the late-January or early-February timeframe. This is contingent upon a Federal Budget being in place early enough into the next fiscal year to accommodate advance procurement of funding for planning the event. As soon as I have more information I will disseminate it IMMEDIATELY to all NDSP Liaisons!!!

I hope you find the information above helpful as you venture into another school year with the Non-DoD Schools Program. Should you have any questions regarding program policies, regulations or procedures, please contact me at (678) 364-8004 or e-mail at melissa.clark@am.dodea.edu.

Thank you for your continued support and I wish you all a wonderful new school year.



MELISSA CLARK

Program Manager

Non-DoD Schools Program - Americas

Attachments:

1. NDSP Supplemental Program Guidance
2. DoDEA Policy Memorandum, English Speaking Countries
3. DoDEA Policy Memorandum, LCHS Dormitory Closure
4. NDSP Application Package
5. NDSP Funds Request Sheet
6. DSSR Adjustment Guidance
7. Form DS-63
8. NDSP Liaison Information Sheet