



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
OFFICE OF THE PRINCIPAL  
WEST POINT SCHOOLS  
705 & 705A BARRY ROAD  
WEST POINT, NY 10996-1196**

**REGISTRATION INFORMATION  
SY 2012 - 2013**

**ELIGIBILITY:** In order to register your child/children in West Point Schools, you are required to reside in post housing assigned on the United States Military Academy at West Point. If waiting for quarters, a letter from the Housing Office, Balfour Beatty (or its affiliate) indicating you will have quarters within 90-180 days is required. If the student is a 'guest', a letter from Housing, Balfour Beatty (or its affiliate) or Balfour Beatty approving the request for the student to reside in quarters **AND a copy of an official legal document from a court of competent jurisdiction indicating the person has been appointed a guardian for the child that is to be enrolled are required.** To make sure this policy is enforced uniformly throughout DDESS, in every instance where a person seeks to enroll a child through the use of a guardianship, the DDESS district must contact the DDESS General Counsel's Office for determination on the sufficiency of the guardianship. For all other students, if applicable, court documents indicating custody, i.e. divorced /separated parents are required.

**AGE REQUIREMENTS:**

Children entering **Pre School** must be **4 years old on or before 1 September 2012.**

Students entering **Kindergarten** must be **5 years old on or before 1 September 2012.**

Students entering **First Grade** must be **6 years old on or before 1 September 2012.**

**ITEMS REQUIRED AT TIME OF REGISTRATION:**

- ❖ **Child's Birth Certificate:** A legible copy of original State birth certificate. For children born overseas, an original Form FS-240, "Report of Birth Abroad of a Citizen of the United States of America" or an original Form DS-1350, "Certification of Birth Abroad" will be accepted.
- ❖ **Up-To-Date Immunization Record** (a legible copy). **See back page for complete list of immunization requirements.** The required minimum immunizations for the first semester of the SY 2010-2011 will include the addition of the second dose of the Varicella vaccine.
- ❖ **Records from previous school to include last report card/progress report** (we can order these copies from previous school).
- ❖ The sponsor's **CURRENT military orders.**  
A copy of the sponsor's military ID (front only) can be used.
- ❖ Documentation of the sponsor's housing assignment in permanent quarters with **CURRENT** housing lease or a 90-180 Day Housing Waiver/Eligibility Impact Letter to WPS School registrar for your child to be eligible to attend.

The Domestic Dependent Elementary & Secondary Schools (DDESS) curriculum guides for grades PK-6 can be found at: [www.am.dodea.edu/ny\\_va/westpoint/elementary/index.htm](http://www.am.dodea.edu/ny_va/westpoint/elementary/index.htm)

Please call with any questions for West Point Elementary School 845-938-2313 or West Point Middle School 845-938-2923.

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845-938-2313

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845-938-2923