

**New Students** - Sponsors must fill out a DoDEA Form 600 and Supplemental DoDEA Form 600 and provide both forms to the district registrar at Bldg 566, with a copy of their most current orders. If your dependents are not listed on your orders, provide proof that they are your dependents; (letter from Commander or copies of ID card). If you are registering a stepchild for the first time, you will need an in-loco affidavit. The district registrar can provide a sample. Please contact the district registrar for details.

**National Guard (Returning & New Students)** – All active duty personnel need to go through the personnel office in San Juan prior to registration. Army and Air Force National Guard personnel must have a written certification letter each school year, from their personnel office.

**Mobilized Reservists (New Students)** – If you are mobilized for more than 365 days, a memorandum from your command is required along with your orders. Memorandum must verify your active duty status and dependents must be listed. If you are registering a stepchild for the first time, you will need an in-loco affidavit. The district registrar can provide a sample. Please contact the district registrar for details.

**Federal Civilians (Returning & New Students)** – Blank form 600s will be sent to your agency along with instructions for certification and eligibility. Verify that your certification letter has been completed before attending registration.

#### **Documents needed for registration – New Students**

- ✓ Social security number
- ✓ Birth certificate
- ✓ Valid mailing and home address
- ✓ Emergency contact person(s) and phone number(s)
- ✓ Report cards and other academic records, such as results of standardized testing, from previous schools
- ✓ If you do not have the academic records, please provide an address and phone number of the previous school
- ✓ Proof of physical examinations and an immunization/vaccination record and evidence of any special testing or screening. Students expecting to participate in school-sponsored athletics and team events need a sports-physical medical examination.

#### **Free or Reduced Priced Meals**

A current federal leave and earnings statement will assist those parents applying for free or reduced-price meals as part of the National School Lunch Program.

#### **Age-Entry Requirements**

***Students must be 4 years old by October 31 of the school year they enter in order to enroll in the Prekindergarten program, 5 years old by October 31 to enroll in Kindergarten and 6 years old by October 31 to enroll in First Grade.***