



**DoDEA - NEW YORK, VIRGINIA and PUERTO RICO DDESS**  
District Superintendent's Office  
3308 John Quick Road  
Quantico, Virginia 22134-1702

OFFICE OF THE SUPERINTENDENT

February 14, 2012

Dear Parent:

The DDESS Puerto Rico Schools is currently conducting registration for returning students, for School Year 2012-2013, as outlined below. We ask your cooperation in returning the requested documents by **April 16, 2012 or sooner**. This will allow sufficient time to process eligibility and notify each school on a timely basis. After eligibility is confirmed, a copy of the approved DoDEA Form 600 will be sent to the school your child will be attending next year. Each school will provide additional forms to be completed. Failure to submit the required forms and supporting documentation on a timely basis could cause your child to be dropped from our system.

If your child will not be re-enrolling for School Year 2012-2013, contact the schools directly to officially withdraw. Our schools require a two-week notice and withdrawal request must be in writing.

1. **Military Personnel** – Submit a completed DoDEA Form 600 (enclosed) and current orders to Ms. Pam Pagan at Bldg 566, Fort Buchanan, by April 16, 2012, or sooner. Sponsors at Ramey can return documents to Ramey school, which will be sent to Ms. Pagan through interoffice mail. Incomplete forms and forms without a signature will not be processed. If your orders are expired, indefinite, or more than 3 years old, submit an extension or a letter from your command stating how long you will be on active duty in Puerto Rico. You must be on active duty after the beginning of the school year to be considered eligible. If your orders are on file, no need to submit another copy.
2. **Federal Civilians** – Contact your agency for forms and certification letter. Forms and instructions were mailed directly to each agency with a suspense date of April 1, 2012.
3. **National Guard Personnel** – Contact your Human Resources Office (HRO) in San Juan for forms and information. All National Guard personnel must provide a certification letter from the San Juan HRO. Parents cannot complete re-enrollment without the certification letter. Forms and instructions were mailed directly to the National Guard with a suspense date of April 16, 2012.
4. Parents outside of these categories can contact Ms. Pam Pagan for information, or visit our website at [www.am.dodea.edu](http://www.am.dodea.edu) .
5. The transportation office will issue bus IDs for returning students starting **July 5, 2012**.
6. All parents should visit the child nutrition office throughout the summer to complete required annual forms and update lunch accounts.

For new students, there will be a One-Stop Registration on **June 11-13, 2012** at Building 566, Fort Buchanan and the Guidance Office at Ramey School, Aguadilla. A flyer will be provided with more information at a later date. Prior to the One-Stop Registration, parents can pre-register to determine their eligibility. Parents of returning students do not need to attend the One-Stop Registration. For information, contact Ms. Pam Pagan, Bldg 566, Fort Buchanan, 787-707-4621, email: [Pam.Pagan@am.dodea.edu](mailto:Pam.Pagan@am.dodea.edu).

We look forward to providing exemplary educational programs that inspire and prepare your child for success in an ever changing global environment during the next school year.

  
Michael A. Gould  
District Superintendent