

Registration FILE/ELIGIBILITY CHECKLIST SY 2007-08

Student Name: _____

Grade: _____

Rec'd	Verified	Date Due	Document	Placement in File
			DODEA FORM 600 <input type="checkbox"/> Must be Signed by Sponsor - Options if deployed or on long-term TDY: <input type="checkbox"/> Power of Attorney (POA) if Signed by Spouse (copy POA for file) <input type="checkbox"/> Email from Sponsor's Military Email Account <input type="checkbox"/> Provisionally Enrolled (Spouse has NO POA - Sponsor must sign within 30 days of return) <input type="checkbox"/> Local Emergency Contact Name and Phone Number	1
			EMPLOYER TYPE CODE entered on DODEA Form 600 (1A = Army; 1B = Navy; 1C = Marines; 1D = Air Force; 1E = Coast Guard)	DODEA form 600
			CERTIFIED BIRTH CERTIFICATE <input type="checkbox"/> Verify Birth Date and initial DODEA Form 600 (Block 38) <input type="checkbox"/> Verify Biological Parents (If sponsor is NOT the biological parent, see section below for additional required documents) <input type="checkbox"/> Make copy of birth certificate for file (return original to sponsor)	2
			SPONSOR WHO IS <u>NOT</u> THE BIOLOGICAL PARENT Adopted Parents <input type="checkbox"/> Signed adoption decree Step-Parent <input type="checkbox"/> Birth Certificate showing name of Biological Parent <input type="checkbox"/> Custody Agreement verifying biological parent has custody of child AND <input type="checkbox"/> Marriage certificate verifying sponsor's relationship to biological parent <input type="checkbox"/> In Loco Parentis signed by sponsor acknowledging relationship to child (Must be approved thru SUPT/DDESS Director) Legal Guardian/Custodian <input type="checkbox"/> Court order granting guardianship/custody to sponsor (or sponsor's spouse) <input type="checkbox"/> IF guardianship/custody is granted only to spouse, secure an In Loco Parentis Affidavit from the military member (Must be approved thru Supt/DDESS Director) <input type="checkbox"/> Documentation that custody/guardianship paperwork has been filed with the courts (child will be provisionally enrolled)	3 (if applicable)
			STUDENT SOCIAL SECURITY CARD <input type="checkbox"/> Make copy for file (return original to sponsor) <input type="checkbox"/> Pseudo Number - Use Guidance from the SIS POC	4
			SPONSOR'S PCS ORDERS Dated: _____ <input type="checkbox"/> Extension Orders (if orders are more than 36 months old) OR <input type="checkbox"/> Confirmation of Tour Extension Letter <input type="checkbox"/> Verify Student's Name is listed on Orders OR <input type="checkbox"/> Confirmation of Dependent Status Letter Signed by Personnel Officer verifying Dependent Eligibility	5
	N/A	N/A	VERIFICATION OF HOUSING <input type="checkbox"/> Signed Leasing Agreement; (If signed within last 30 days NO billing statement needed) <input type="checkbox"/> Current Billing Statement (ie: cable bill, phone bill) <input type="checkbox"/> Verify Student's Name is Listed on Leasing Agreement <input type="checkbox"/> 90/180 Day Letter - Letter Expires _____	6
			Race/Ethnicity, and Home Language Form - DODEA Form 600A	7
			Computer and Internet Access Agreement for Students - DODEA Form 6800.1	8
			Media-Web Page Permission Form / Field Trip Parental Authorization	9
			NOTES: (dates of follow-up letter, calls, etc.)	

REGISTRATION COMPLETE: _____ (Registrar's Initials and Date)