



DEPARTMENT OF DEFENSE  
DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS  
GEORGIA / ALABAMA DISTRICT  
FORT RUCKER SCHOOLS  
P. O. BOX 620279  
RED CLOUD ROAD, BLDG. 21037  
FORT RUCKER, AL 36362-0279

New Student Registration Letter

Dear Sponsor,

Welcome to Fort Rucker Schools! Here at Fort Rucker Elementary School we strive to provide exemplary educational programs that inspire and prepare each student for SUCCESS in a global environment. Please help us by accurately completing the attached registration packet.

Included in this packet is a Registration Form (DoDEA Form 600). Please ensure your child's social security number is entered correctly and that the form is signed by the active duty sponsor. If the sponsor is deployed, it may be signed by his or her spouse with a Power of Attorney (a copy of the POA will need to be submitted with the documents). If this is not possible, please ask the school registrar for further assistance.

In order to complete registration so that your child may begin school, you will need to provide the following information:

- a. A certified birth certificate from the Department of Vital Statistics of the state of birth. The certificate must include the parent's names and cannot be a pocket card or hospital/congratulatory certificate. A copy of the certificate will be retained.
- b. If the sponsor is not listed on the birth certificate as a biological parent, the child's dependency and custody determination must be documented before enrollment is approved. Please contact the Registrar for a list of required documents.
- c. The child's social security card. This document will be copied and retained.
- d. Current Alabama Certificate of Immunization. (Blue Card) Available at Lyster Army Clinic. Child must have full set of shots *after* 4<sup>th</sup> birthday prior to registration.
- e. The sponsor's current military orders. Orders dated 36 months prior to the beginning of the 2007-08 School Year will require an amendment, an updated order, or the registrar can provide a form to be completed by the sponsor's unit. If dependents names are not listed the Registrar will provide a form to be completed by the sponsor's personnel office.
- f. Documentation of the sponsor's housing assignment in permanent family quarters (the completed front page of the RCI lease agreement or a 180-day letter from the Housing office). The document must list the child as a dependent with authorization to live in housing. **No child will be permitted to start school without this documentation.**
- g. Current utility bill (i.e. cable, phone, cellular) showing military housing mailing address.

Thank you for your cooperation. If you have any further questions or difficulties obtaining these documents, please contact the Registrar at 334-598-4408. We look forward to serving your child in our school this year!

Barbara Doherty  
Principal  
Fort Rucker Elementary School