

**STANDARD OPERATING PROCEDURE  
MAINTENANCE OF STUDENT REGISTRATION, ENROLLMENT  
AND TUITION RECORDS**

**Purpose:** To provide guidance and establish procedures for the maintenance of registration, enrollment and tuition records at each district school.

**Applicability:** This guidance applies to all Kaiserslautern district administrators and staff with responsibility for the maintenance of student registration, enrollment and tuition records.

**Reference:** The current DoDEA Student Enrollment and Eligibility Data Handbook

**Procedures:**

1. Basic registration, enrollment and eligibility information for ALL students must include: A copy of DoDEA form 600, Student Registration, (Mar 02) signed by the sponsor/guardian and annotated by the school registrar. (Three students can be listed on this form.)

2. In addition to the basic document identified above, the following items are required depending upon a sponsor's status, for military sponsors:

a. A copy of the **military sponsor's** current orders (with the reporting date, length of tour, and student(s) name(s) highlighted). The registrar should make a notation on the orders of the estimated date return from overseas (DEROS) based upon the reporting date and length of tour indicated on the orders. If the student(s) name(s) do not appear on the orders, a separate approval authorization, a command sponsorship letter, or *Confirmation of Status (DSE Form 803)* is needed for category 1.

When the DSE 803 is used a copy of the birth certificate showing the sponsor as one of the biological parents, and/or a copy of the marriage certificate showing the spouse as one of the biological parents is also required and must be maintained in the registration binder.

b. A copy of the **military sponsor's** extension orders (with new DEROS highlighted) if the original orders expired prior to the first day of the next school year. **OR** a copy of the *Confirmation of Status (DSE Form 803)* signed by the Unit/Rear Detachment Commander or Installation Military Personnel Office/Flight/Detachment. The DSE Form 803 must contain the student dependent(s) name(s) and the DEROS. If the form is marked "INDEFINETLY", a new form is required annually dated after the first day of the student(s) attendance. **OR**

c. For **Army** sponsors, a copy of the sponsor's Entitlement Record Brief (ERB) and for **Air Force** sponsors a copy of the sponsor's Master Personnel File (MPF) record. The DEROS date should be highlighted on these documents.

3. For **civilian sponsors**, the following documents are required in addition to the basic document listed in item one above:

a. **National Security Personnel System (NSPS) or Regular Government Service (GS) or Wage Grade (WG)** employees with initial set of orders are effective for up to three years from the Report by On/About date. The orders should identify the name(s) of the student(s). Should these orders expire prior to the sponsor's departure, either a new set of orders (two-year extension) **OR** a completed *Verification of Civilian Employment (DSE Form 802)* can be used to establish a new DEROS. The DSE 802 for CONUS hired must be signed by the employee's civilian personnel office.

Civilian employees who are on orders with out the children listed, or local hires are considered indefinite and will need a copy of the birth certificate listing the sponsor as one of the biological parents and/or a copy of the marriage certificate listing the spouse as one of the biological parents.

If the employee is a local hire then the DSE 802 needs to be signed and dated on or after the students(s) first day in attendance for the current school year. This form must be completed annually for local hires and anyone with "INDEFINET" as the DEROS date.

b. **Teaching professionals (TP)** employees' may or may not have orders. If they have initial orders the DEROS is effective for two years. TP employees may receive a new set of orders every two years if they exercise their return agreement travel (RAT) rights. RAT orders are also effective for two years. The DEROS should reflect June as the expiration month.

Should a TP employee not take their RAT, they must present a completed *Verification of Civilian Employment (DSE Form 802)* signed by a representative of the human resources office until the TP employee exercises their RAT, at which time they will receive new orders.

This form must be completed annually for local hires and if the DEROS date is marked "INDEFINET" and must be dated on or after the student(s) first day in attendance for the current school year.

c. **Non-appropriated Fund (NAFI)** civilians may have orders. If the NAFI sponsor has orders, the orders are effective for an initial three-year period. Thereafter, without additional extension orders, a *Verification of Civilian Employment (DSE Form 802)* signed by the appropriate personnel office will be needed.

If the sponsor is local hire than the *Verification of Civilian Employment (DSE Form 802)* with a copy of the birth certificate listing sponsor as one of the biological parents, and/or a copy of the marriage certificate showing the spouse as one of the biological parents showing the student to sponsor relationship. This form must be completed annually.

d. Sponsors who are **government contractors** will have either a contract containing a logistical support section providing DoDDS schools with the authorization for billing **OR** documentation of DOCPER Technical Expert Accreditation Status Accreditation Agreement Memorandum **OR** Common Access ID Card Application (DD1172-2) issued by DOCPER **OR** a copy of either the sponsor's Contractor's ID card or spouse's ID card. **AND** a copy of the birth certificate listing the contractor as the biological parent. A copy of the central billing letter signed by the contractor's employer for the current school year or a copy of the DD 1131 for self paying, along with the signed Contractor Acknowledgement form shall be maintained in the enrollment and eligibility binder. .

**NOTE:** Additional information regarding documentation appears on the Handout Registration Questionnaires for contractors and others.

4. The **maintenance of the records** is an important responsibility of the school registrar and administrator(s) as these records provide the basic information for determination of sponsor eligibility. In addition to the documents discussed in items one through three, the following documents are also to be maintained in the student enrollment/eligibility binder:

a. For **Space Available** students in Categories two, three, and four, the binder must contain a copy of DoDEA Regulation 1031\_1, signed by the sponsor and the school administrator.

b. For **Kindergarten and first grade** students not listed on the orders the binder must contain either a copy of the student's birth certificate **OR** a copy of the passport to validate age requirements for Kindergarten and first graders.

c. For students with **self-paying sponsors**, the tuition binder must contain a copy of the sponsor's paid DD1131 and/or a copy of the approved quarterly tuition payment request signed by the superintendent.

d. For students whose sponsors have requested an ***in-loco parentis*** status, the binder must contain verification documentation from DoDDS-E RMO of this status.

5. **Verification of information** provided on DSE 802 and DSE 803 forms will be done no earlier than the student(s) first day of attendance for local hires and indefinite DEROS's and must be completed within 48 hours of the first day of attendance in the current school year.

The sponsor will complete the appropriate form during registration/re-registration, and the registrar will tag the DSE 600 or will collect the completed form(s) until the student(s) first day of attendance. At this time, the registrar will electronically send the form(s) to the sponsor's personnel office designated POC, asking that all information on the form be verified, the form signed and dated, and returned to the school. This process will ensure that this information is accurate and received in a timely manner.

6. The enrollment and eligibility documents need to be in the following **order** for district standardization and consistence. Documents for the family (Orders, extension, DSE 802's) should be filed with the lowest grade sibling in the school:
- a. All binders will be by alphabetical by grade.
  - b. Current school year DoDEA Form 600, Student Registration.
  - c. Current orders/DSE form 802/DSE form 803/current extension document(s).
  - d. Copy of birth certificate/passport, for students not listed on orders in Kindergarten and Grade One.
  - e. Central Billing Letter for contractor sponsors, if appropriate; copy of logistical support section of sponsor's contract; contractor official ID card; birth certificate.
  - f. *In-loco Parentis* verification, if appropriate.
  - g. Any other document that directly supports the sponsor's eligibility to enroll students in DoDDS schools.

**Controls:**

- 1. Registrar attendance at DSO/area-sponsored training or completion of online training.
- 2. Results of annual/periodic review of enrollment and eligibility documents by DSO, Area, and headquarters review teams.
- 3. School responses to review team reports, identifying improvement actions.

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DR. DELL MCMULLEN  
Superintendent