



REQUIRED DOCUMENTATION CHECKLIST FOR SCHOOL REGISTRATION

DoDDS Okinawa District

**AIR FORCE
MARINES
NAVY
ARMY
CIVILIAN (DoD or NAFI)**

PCS Orders with dependent names
PCS Orders and Area Clearance with dependent names
PCS Orders and Dependent entry approval listing dependents
PSC Orders with dependent names
PCS Orders, Certificate of Employment Letter
(Current Personnel Action Form for Local Hire Civilians)

CIVILIAN CONTRACTORS

Logistical Support Section of Contract, Company Authorization to Bill for Tuition

KINDERGARTEN students must be five years old on/or before 1 September of the current calendar year to be eligible to register for the upcoming school year.

FIRST GRADE students must be six years old on/or before 1 September of the current calendar year to be eligible to register for the upcoming school year.

| SCHOOL | GRADES | PHONE # |
|---|--------|----------|
| Bob Hope Primary (KADENA AB) | K-2 | 634-0094 |
| Bechtel Elementary (CAMP MCTUREOUS) | K-5 | 622-7504 |
| Killin Elementary (CAMP FOSTER) | K-5 | 645-7760 |
| Zukeran Elementary (CAMP FOSTER) | K-5 | 645-2576 |
| Stearley Heights Elementary (KADENA AB) | K-5 | 634-4524 |
| Kinser Elementary (CAMP KINSER) | K-5 | 637-3008 |
| Kadena Elementary (KADENA AB) | K-5 | 634-1550 |
| Amelia Earhart Intermediate (KADENA AB) | 3-5 | 634-1329 |
| Kadena Middle (KADENA AB) | 6-8 | 634-0217 |
| Lester Middle (CAMP LESTER) | 6-8 | 645-7787 |
| Ryukyu Middle (KADENA AB) | 6-8 | 634-4849 |
| Kadena High (KADENA AB) | 9-12 | 634-1216 |
| Kubasaki High (CAMP FOSTER) | 9-12 | 645-3728 |
| District Superintendent Office (KADENA AB) | | 634-1204 |

School Zoning: When you are living in temporary billeting your child is zoned for the school in that area. When you have been assigned permanent housing (**ON or OFF BASE**), there is a possibility that your child could be moved to another school, unless you live in the same **Zoned Area**. For information regarding school zones, please call your School Registrar or the District Superintendent's Office at the numbers above, or the Bus Transportation office at 645-7820.

Please use this checklist to help you complete the registration process

To complete registration process, highlighted items must be presented by sponsor in addition to other forms.

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| Student Registration (DoDEA Form 600) |
| Sponsor's Orders, Certification of Employment letter, Personnel Action Form, Contract, etc. |
| Area Clearance or Dependent Entry Approval (for USMC & Navy only) |
| Passport or Birth Certificate for student (for age verification) |
| Social Security number for student |
| Student Health History (DSPA Form 120.1) |
| Certificate of Immunization (DoDEA Form 2942.0-M-F1) (take to Immunization Clinic to be signed by medical authority) |
| Copy of Immunization Card |
| Special Education Needs Review Form |
| Computer and Internet Access Agreement (DoDEA Form 6600.1-F2) |
| Questionnaire for Race/Ethnicity (DoDEA Form 600A) |
| ESL Home Language Questionnaire |
| Publicity Permission Form |
| Housing Address & School Zone Verification letter |
| House Assignment Letter, Off-Base Lease Agreement, or TLF Receipt |
| PREVIOUS SCHOOL RECORDS FOR STUDENT |

**** PLEASE SEE PRIVACY ACT NOTICE ON REVERSE ****