



Department of Defense Education Activity, Pacific
Guam District
Office of the Superintendent
PSC 490 Box 7655
FPO AP 96538-1600



February 23, 2012

DEAR PARENTS/GUARDIANS:

The annual registration/re-registration of our students will take place very shortly. In order to ensure eligibility, all new and returning students must register/re-register for the 2012-2013 school year. This annual re-registration will take place April 9th -20th from 7:30 – 15:30 at all locations. Schools will re-register students from grades Pre-Kindergarten through 12th.

In order to protect your child's health, all students must bring a current immunization/shot record. If your tour in Guam has been extended or you now have an indefinite transfer date, please bring a copy of your military extension orders or certification letter for sponsors/active-duty members of DoD/National Guard and non-DoD Agencies (if applicable).

The required documents for *new students* are:

- [DoDEA Student Registration Form](#)
- Sponsor's PCS orders (Transportation Agreement and Verification of Employment for locally hired civilians) and page 2 for Navy or Certification Letter for locally hired civilians
- Certification Letter for sponsors/active-duty members from DoD/National Guard and non-DoD Agencies (if applicable)
- Dependent verification (if dependent's name is not listed on orders). One of the following must be submitted:
 - Dependent entry approval
 - Dependent area clearance
 - Command letter
- Copy of passport or birth certificate for PK, KN, and First Grade
- Mailing and quarters address
- Local emergency contact person
- Report cards and other academic records
- Immunization/Vaccination record

New students enrolling for Pre-Kindergarten/Kindergarten and First grades must be 4, 5 or 6 years old respectively on or before September 1, 2012. We cannot waive this requirement. This registration/re-registration is critical for our district. Our staffing and budget for the following school year is based upon enrollment. I strongly encourage you to take the time and enroll your child(ren). If you have any questions, please call your child(ren)'s school. Thank you for your understanding.


JEFF ARRINGTON
Acting Superintendent