



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
PACIFIC REGION
UNIT 35007
APO AP 96376-5007

6 June 2019

Dear Parents and Guardians,

As school year 2018-2019 draws to a close, there is great sense of gratitude to our teachers, parents, and all who are responsible for the care and educational wellbeing of our students. We have worked diligently together to ensure another successful school year. At the end of every school year, we reflect on feedback from external and internal stakeholders and determine areas to focus our efforts.

For next school year, we are focusing on Guam's eligibility and enrollment process.

During a recent DoDEA Headquarters Staff Assistance Visit (SAV), we received guidance and recommendation for determining and documenting eligibility of our students. As such, beginning school year 2019-2020, changes to eligibility determination will occur as listed below:

- I. Dependents of service members must be included on Orders and provide a signed copy of the DD1172 by the servicing facility (Rapids/DEERS Office); **OR**, Students who gained dependency after the member's original Orders may submit signed DD1172, birth certificate, marriage certificate (if applicable), or final adoption decree to prove relationship dependency. Guardianship document is NOT SUFFICIENT.
- II. Service members with "indefinite DEROS" must provide new Orders with a service rotation date, or provide a signed copy of the DD1172, or CAC with current expiration/rotation date.
- III. Full-Time Civilians must present Permanent Change of Station Orders (PCS) or Transportation Agreement. Certification of Eligibility from servicing HR Department is no longer an acceptable means to determine eligibility for enrollment. Guardianship document is NOT SUFFICIENT
- IV. Full-Time Civilian Employee connected to an approved Tuition-Paying agency must submit current Orders or a Letter of Employment to maintain eligibility annually.
- V. DoDEA Full-Time Excepted Service Employees must present either Permanent Change of Station Orders (PCS) or Transportation Agreement. Local Hire full-time excepted service employees will need to provide proof of relationship for biological children (Birth certificate, etc.). For all others the following documents are REQUIRED to make a determination of eligibility:



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- a) Stepchildren (copy of marriage license and/or Final Adoption Decree document)
- b) Final Adoption Decree document

Children listed as Ward (court guardianship) will require additional documentation:-

- a) Financial Dependency Determination (more than 50%)
- b) Proof that child resides with sponsor
- c) Other proof of guardianship (enrollment on medical insurance, tax document etc.)
- d) Proof of eligibility is determined annually or IAW employment agreement
- e) Guardianship document/letter IS NOT SUFFICIENT

Please feel free to reach out to your child's school registrar and administrators for questions on eligibility paperwork.

Again, these processes are being adopted at the guidance of our high headquarters to ensure eligibility is accordance with DoDEA Regulations.

Please feel free to contact your school administrator. I am also available as well to answer any concerns.

Respectfully,

A handwritten signature in cursive script that reads "Jimmy Journey".

Jimmy Journey
Community Superintended