

## NEW STUDENT REGISTRATION REQUIREMENTS

### A. Documents Required:

[ ]	1.	Copy of PCS orders (with student's name).
[ ]	2.	Shot Records (Copy will be made for School Nurse).
[ ]	3.	Passport or Birth Certificate for Kindergarten/Sure Start/Pre-School and 1 <sup>st</sup> Grade Students: Initial placement of students to grades is based on age. Kindergarten students must be 5 years old as of 31 October 2002 to start school. No waiver of this requirement can be made. 1 <sup>st</sup> grade students must be 6 years old as of 31 Oct 02. We need to make a copy of either the passport or birth certificate for our registration files.
[ ]	4.	Social Security numbers for both student and sponsor required.

### B. Forms Required:

[ ]	1.	Registration Form DoDEA Form 600 - White Copy)	
[ ]	2.	Eligibility Form (DSE Form 910-R)	<i>Update annually</i>
[ ]	3.	DoDEA Race/Ethnicity Questionnaire and Home Language (DS Form 600A)	
[ ]	4.	School Health Record (DS Form 120)	<i>Update annually</i>
[ ]	5.	Computer and Internet Access Agreement	
[ ]	6.	Combined Permission Form	<i>Update annually</i>
[ ]	7.	Request for School Records	
[ ]	8.	Special Resource Program	
[ ]	9.	OPTIONAL – School Lunch Program and School Bus Application	<i>Update annually</i>
[ ]	10.	Physical Examination Parent Consent Interscholastic Sports – <b>Required to play</b>	<i>High School Only</i>

### C. Related Information:

**1. School Bus Transportation:** Students attending schools located on RAF Lakenheath, the school bus office is located in Bldg. 127, Radcliffe Road, Base Housing, RAF Lakenheath. Students attending schools located on RAF Feltwell, the school bus office is located in Bldg. 34, in the Lakenheath Middle School Complex. Bus office personnel will be able to inform parents about pickup locations, times and catchment areas. The form is available in this packet.

**Please note:** 1) All K-5 students attend schools located on RAF Lakenheath while staying in TLFs or Billeting on RAF Lakenheath or RAF Mildenhall. 2) The location of your home determines the school your child/ children will attend. 3) There is no school bus transportation available from Lakenheath Billeting to schools located on RAF Lakenheath.

**2. Student Assignments:** School Counselors make classroom assignments. It is helpful for parents to provide records from the last school attended. If not, personal copies of report cards or knowledge of your child's grades and/or any educational problems will be useful to help make the placement. Please, let the school know if there are any special requirements such as medical conditions or Individualized Education Program (IEP) that must be considered prior to classroom assignments.

**3. School Cafeteria:** The Army Air Force Exchange Service (AAFES) operates school cafeterias. Lunch tickets are available at the Main Exchange (Cashier's Counter). The price was \$1.95 for the last school year (2002/2003). Prior to school start, base newspapers will announce lunch prices. The School Liaison Office at RAF Lakenheath Ext. 5077, manages the School Lunch Program the form is available in this packet. You will need your last Leave/Earning Statement (LES) to determine if you qualify for reduced lunches. The School Liaison Office is located in Bldg. 977, 3<sup>rd</sup> Floor, \*Combined Support Center Building) RAF Lakenheath, across from the Eagle's Landing officer's club. An alternative to meals served by AAFES is a packed lunch. Children who bring lunches may purchase milk for 50 cents.

<i>If Grade Requested is:</i>	<i>The Required Age Should be:</i>	<i>With a Birthday on or Before:</i>	<i>With A Year of Birth of:</i>
Kindergarten	5 *	31 October 2003	1997
1st	6	31 October 2003	1996
2nd	7	31 October 2003	1995
3rd	8	31 October 2003	1994
Sure Start	4 ***	31 October 2003	1998

\* There can be a waiver to early enrollment into kindergarten for children born after October 31, although it is highly discouraged. This action goes to a "student placement committee" for review and then recommendation is made to the principal who makes the decision. The "no waiver" applies for post Dec 31 birthdays.

\*\*\*Sure Start