

**DDESS PUERTO RICO DISTRICT
FORT BUCHANAN/RAMEY
ONE-STOP REGISTRATION - SCHOOL YEAR 2006-2007**

REGISTRATION FOR RETURNING STUDENTS ONLY

For eligibility questions, please contact Pam Pagan at 787-707-4621

Military - Prior to registration, sponsors must fill out a DoDEA Form 600 and Supplemental DoDEA Form 600 and provide both forms to the district registrar at Bldg 566, with a copy of your most current orders. This will allow time to make sure that you are eligible *before* you attend registration at the Community Club and Ramey School Little Theater. If orders are expired or more than 3 years old, provide an extension or a letter signed by your commander showing the amount of time that you will be stationed in Puerto Rico.

National Guard – All active duty personnel need to go through the personnel office in San Juan prior to registration. They will inform you what is needed for eligibility and registration.

Federal Civilians – Verify that your certification letter has been completed by your agency.

SPONSORS WHO DO NOT HAVE ALL REQUIRED FORMS AND DOCUMENTS WILL NOT BE ABLE TO REGISTER.

REGISTRATION DATES: *April 3 – 6, 2006*

TIMES: *8:30-11:00 am
12:00 -2:30 pm*

LOCATION: *FORT BUCHANAN.....Community Club
RAMEY SCHOOL..... Little Theater*

Sponsors are requested to attend on the date that corresponds with their last name, as listed on the alphabetical schedule below.

Dates	Alphabetical Order	(Sponsor's last name)
Monday, April 3	A – F	
Tuesday, April 4	G – O	
Wednesday, April 5	P – R	
Thursday, April 6	S – Z	

School	Grades	Phone
AES	PK-2 nd	787-707-2359
AIS	3 rd -5 th	787-707-2541
AMS	6 th -8 th	787-707-2461
AHS	9-12 th	787-707-2203
Ramey	PK-12 th	787-890-4145
Child Nutrition Services	All grades	787-707-2768/2765

*Note: Transportation will be providing picture IDs beginning June 12, 2006 and throughout the summer at Bldg 566, Fort Buchanan, 787-792-3774 (All sponsors, please make sure that you receive a copy of Form 600 from the schools before going to transportation.)

(MORE INFORMATION ON 2nd PAGE)

NEW STUDENTS AND SPONSORS WHO MISSED REGISTRATION WILL BE ABLE TO REGISTER ON JUNE 12-16, 2006 AT EACH SCHOOL

To find out if you are eligible, you can call or visit the district registrar, Pam Pagan at Bldg #566, 787-707-4621, before going to the schools.

Documents needed for eligibility

- ✓ **Military** - copy of current orders
- ✓ If dependents are not listed on orders, you must provide proof that they are your dependents (copy of ID card, letter from commander)

- ✓ **National Guard** – You must go through your personnel office for information prior to registration.

- ✓ **Federal Civilians** – You must have a certification letter from your agency headquarters.

- ✓ Other documentation may be required.

Documents needed for registration

- ✓ Social security number
- ✓ Birth certificates – only for pre-k, kinder and 1st grade
- ✓ Valid mailing and home address
- ✓ Emergency contact person(s) and phone number(s)
- ✓ Report cards and other academic records, such as results of standardized testing, from previous schools
- ✓ If you do not have the academic records, please provide an address and phone number of the previous school.
- ✓ If students are not listed on orders, sponsor must provide proof that they are his/her dependents.
- ✓ Proof of physical examinations and an immunization/vaccination record and evidence of any special testing or screening. Students expecting to participate in school-sponsored athletics and team events need a sports-physical medical examination.

Free or Reduced Priced Meals

A current federal leave and earnings statement will assist those parents applying for free or reduced-price meals as part of the National School Lunch Program.

Age-Entry Requirements

Students must be 4 years old by October 31 of the school year they enter in order to enroll in the Prekindergarten program, 5 years old by October 31 to enroll in Kindergarten and 6 years old by October 31 to enroll in First Grade.

School Uniforms

For returning students, uniforms will be available during the One-Stop registration. For new students, please check with each school for information on uniforms.