



Step-by-Step Registration Checklist

Complete the checklist below to ensure you have completed the required steps to register for NDSP.

- Receive orders
- Review the Non-DoD Schools Program Orientation at <https://www.dodea.edu/nonDoD/ndspOrientation.cfm>
- Contact the NDSP Liaison or Point of Contact (POC) at your gaining command/new location who can provide information on available schooling options and DSSR education allowance for the location.
- Choose a school or homeschool curriculum.
- Complete the Family Budget Planning Tool – You are required to complete this tool as part of the first time registration and if you submit any change of school request. It is recommended that you submit the Family Budget Planning Tool annually (your School Liaison has this).
- Complete the Student Online Registration at <https://registration.dodea.edu/NDSP/privacy-act.cfm> – Go to this portal to get your child registered for the first time. You will need to upload the following documents to complete the registration:
 - Copy of sponsor’s orders plus any amendments. Overseas extension approval if DEROS/PRD/End of Tour Date has or will expire prior to the beginning of school.
 - Copy of Passport or Birth Certificate for children entering kindergarten or first grade to verify age.
 - For tuition-charging schools, a copy of school’s Fee Schedule identifying charges for tuition and/or transportation, etc. by grade. English translation required.
 - Copy of school’s Calendar.
 - Verification of Command Sponsorship is required if the dependent’s name is not listed on the sponsor’s orders.
 - Copy of the Home Study/Private Instruction Plan (if homeschooling), which can be found at <https://www.dodea.edu/nonDoD/generalInformation/educationalOptions/ndspHomeStudy.cfm>
 - Eligibility/program documentation for special education, 504, gifted education, English as a Second Language. Contact your NDSP Area Education Specialist (if applicable).
- Receive Registration Authorization. You will receive an e-mail notification within 14 business days finalizing and authorizing the registration.
- Refer to the Home Study/Private Instruction information form the DoDEA NDSP website (if applicable); OR
- Enroll in a School –Enroll your child in the school listed on the registration form. Be sure to read all contracts and agreements carefully and understand early withdrawal penalties.