



# Step-by-Step Registration Checklist

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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](#).
- 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.
- Complete the [Student Online Registration](#) – 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.
  - English Speaking Countries - If you are assigned to a Personnel Exchange Program/Intelligence activity or Department of State activity, official documentation is required if information is not included on orders.
  - Copy of the [Home Study/Private Instruction Plan](#) (if homeschooling).
  - Eligibility/program documentation for special education, 504, gifted education, English as a Second Language (if applicable).

Once the application is submitted, you will receive an e-mail notification within 14 business days finalizing and authorizing the registration. If you have a child with special education needs, contact your NDSP Area Education Specialist. If you are electing to enroll your child in a home study/private instruction program, refer to Home Study/Private Instruction from the [DoDEA NDSP website](#).

- Enroll in a School – Upon receipt of e-mail indicating registration approval, 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.