



Casey Elementary & Middle School

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS-KOREA
UNIT #15792, APO, AP 96224-5792
DSN: 730-6444 * From USA: 011-82-505-730-6444



School Registrar: Amanda Graves, PH: 730-3570 Email: amanda.graves@pac.dodea.edu

REQUIRED REGISTRATION DOCUMENTATION

We want to welcome you to our school. Our hope is that your transition to Korea is a smooth one. If there is anything that we can do to assist in the transition, please let us know. **Below are the required registration documents in order for us to enroll your child.** Please ensure that these completed forms are turned in ASAP.

Complete and Sign the Registration Packet Forms

- The following Must be completed on the DoDDS Student Registration Form 600:
 - **APO Mailing Address and Physical Addresses in Area 1** (Apt Name, Bldg #, City)
 - **Local Emergency Contact person**-This can be your sponsor, neighbor or supervisor.
 - **Sponsor *signed* Section IV**

Include With the Registration Packet:

- Sponsor's Orders** originally bringing him/her to Korea.
 - Active Duty submit **PCS Orders**
 - DOD Civilians submit the **DD 1614** or **SF50**
 - Contractors submit your **700-19**
- Command Sponsorship Approval letter** if orders do not show command sponsorship and *dependents listed*. **Letter of Employment** for DOD Civilians and Contractors.
 - Dependent verification *if dependents are not listed on orders*. This could be:
 - Birth Certificate showing link between dependant and sponsor.
 - Dependent entry approval.
 - Approved DEERS application form.
- AREA 1 DEROS** (Actual Date of Departure from Area I)- If the date is not printed on the orders the sponsor must provide a copy of their ERB/ORB or an official signed memorandum with the date. This **DATE MUST BE ON AN OFFICIAL DOCUMENT**.
- Copy of Passport or Birth Certificate** to verify age is correct on orders
- Immunization/Vaccination Record** – see *DODDS required immunizations list*
- Report Cards and other previous **Academic Records**

If you are interested in Volunteering

- DoDEA Form 4700.3-School Volunteer Application
- DD Form 2793-Volunteer Agreement