

Subject: **Welcome to Yokota Air Base Japan! Dependent Education Transfer Information (Kinder-12) - School Liaison Program**

Greetings,

Congratulations on your assignment to Yokota Air Base.

The School Liaison Program is standing by, willing and able to assist you in your upcoming dependent educational Kindergarten – 12 transition.

Your gaining installation School Liaison is:

Mr. Joshua Fly

DSN 315-225-7917

Joshua.fly@us.af.mil

ORG BOX: 374FSS.FSY.SLP@us.af.mil

Although this is a lengthy email, it contains valuable information and covers all bases to make this transfer as smooth as possible for your child.

The Information for Gaining School – Inbound (Fillable) document will be forwarded to the school. Please note, this document is for information only and does not start or complete your registration. Instructions to start your online registration is below.

Documents to get from your school prior to leaving:

At a **minimum before your departure** from your current location, please ensure that you procure the following documents and follow the instructions below.

1. Provide current school with your official withdraw date.
2. Obtain an **unofficial** copy of all of your records (including testing, advanced placement, IEPs, 504 plans, etc.)
3. Transcript/Record Documentation Requirements (Ensure they are clearly annotated)
 - a. State/Standardized or Special Program Testing
 - b. Advanced Placement Courses/Dual Credit
 - c. IEPs/504 Plan
 - d. Gifted & Talented Classes
 - e. Working outside of grade level (i.e. taking 10th grade math but in the 8th grade)
4. On the day of withdraw – obtain an **unofficial transcript**/record with grades closed out as of that day - (if departing during summer break – ensure copy states passed/promoted and obtain prior to office closure)
5. Other documents to obtain or have
 - a. Report Card/Course History/Schedule
 - b. Counselor Recommendations for Placement (optional)
 - c. JROTC Records (if applicable)
 - d. Listing of Academic Recognitions/Competition Participation
6. If you are enrolled in a DoDEA Non-DoD Schools Program (NDSP) School – please obtain a duplicate transcript from DoDEA that will transfer correctly into the American public system (DoDEA will pay for if you have not exhausted your funds)
7. Contact your School Liaison at your gaining installation if there are any issues during the transition.

Registration Essentials:

You can register online at <https://www.dodea.edu/registration-process.cfm> **but also you and your child must physically meet with the corresponding schools registrar's office in person**, as soon as you arrive (even in the summer). Along with the online registration or completed paper forms you will need to provide documents to verify:

1. Date of birth
2. Dependent status
3. Active duty status of Military Sponsor (if applicable)
4. Employment status of Civilian Sponsor (if applicable)
5. Immunization records (must be up-to-date within 30 days of arrival and enrollment)
6. Above listed official records and documents from losing schools.

****Conditional Enrollment**** allows for families with students in grades 9-12 to enroll in classes before they arrive on station. This is particularly important through the spring and summer months as student schedules are being made for the next academic year. With military orders, families and students can now secure their position and class schedule 3 months in advance before arriving. Please see the attached flyer for more information! [Conditional Enrollment | DoDEA](#)

Additional appointments may be needed to complete registration such as meeting with High School counselor to produce class schedule prior to students starting. **Expect 48 hours between completed registration and your child's first day at their new school.**

****The Youth Sponsorship program can also help with your transition, please see the *Youth Sponsorship request form attached.* ****

School Transportation:

Both Elementary Schools on base are primarily walking schools with a few exceptions. Middle School and High School students are bused. You will receive a School Bus Registration Form from the registrar or counselor during your verification visit at the school. This form must be delivered to the DoDEA Transportation Office in order to ride the bus. The DoDEA Transportation Office is located behind the Dental Clinic on the Eastside and is open 0800-1600, Mon-Fri. They can be contacted at DSN 315-225-9787

Exceptional Family Member Program (EFMP):

If you are Q-Coded as an EFMP family, Yokota AB has an EFMP Family Support Office. Please contact Ms. Andrea Cunningham, DSN 315-225-8725, andrea.cunningham-obrien.1@us.af.mil with all questions regarding IEPs, 504s, schools, etc. as they will be the primary point of contact during your transition.

Youth Programs:

School Age Care - DSN 315-225-6397, 374fss.fsys.yokotasac@us.af.mil

Youth Center - DSN 315-225-7422, 374fss.fsfy@us.af.mil

Teen Center - DSN 315-225-6793, 374fss.fsfy@us.af.mil

Youth Sports & Instructional Classes - 374fss.fsfy@us.af.mil

Family Childcare Program: DSN 315-225-9503, 374FSS.FSF.AFS@us.af.mil

After reviewing the information and attachments, if you have any further questions, please do not hesitate to contact me! I am standing by to assist you with this transition!