



SCHOOL REGISTRATION PROCEDURES



To register for High School, parents will need the following documents:

1. A Copy of the Soldier's PCS Orders showing the child's name annotated on the orders. If the child's name is not on the PCS orders, the parents will need a copy of the command sponsorship documents bringing the child to Germany.
2. A copy of the child's birth certificate.
3. Previous **official school records with transcript***.
4. Immunization/Shot records.

To register for Elementary School, parents will need the following documents:

1. A Copy of the Soldier's PCS Orders showing the child's name annotated on the orders. If the child's name is not on the PCS orders, the parents will need a copy of the command sponsorship documents bringing the child to Germany.
2. A copy of the child's birth certificate.
3. Previous **official school records with transcript***.
4. Immunization/Shot records

*** School records must remain sealed until presented to the registrar.**

Visit the following website at <http://www.vils-hs.eu.dodea.edu> for additional information on Department of Defense Dependents Schools Europe (DoDDS-E). You may also pre-register your child by clicking on the "**On-Line Pre-registration**" link. Print out /sign all documents and bring them with you on registration day.

For additional questions contact the School Registrar's office at DSN 476-2255 or commercial 0966208302255.