DEPENDENT EDUCATION in NAVY REGION JAPAN
Navy Region Japan School Liaison Officers

Access the all new Navy Region Japan School Liaison web blog at navyjapanschoolliaison.org

COMMANDER NAVY REGION JAPAN & COMMANDER FLEET ACTIVITIES YOKOSUKA
Ruth Russell
DSN: 315-243-2588
From the US: 011 81 46 816 2588
Email: ruth.russell@fe.navy.mil

COMMANDER FLEET ACTIVITIES SASEBO
Hannah McCarthy
DSN:315-252-2206
From the US: 011 81 956 50 2206
Email: hannah.mccarthy@fe.navy.mil

NAVAL AIR FACILITY ATSUGI
Kina Andrews
DSN: 315-264-6381
From the US: 011 81 467 63 6381
Email: atsugislo@gmail.com

For School Liaison support in other locations in Japan contact the Region School Liaison Officer or click on “other locations” on the SLO site navyjapanschoolliaison.org
DOEJA JAPAN SCHOOL DISTRICT LEADERSHIP

Superintendent: Ms. Lois Rapp
Email: Supt.Japan.DSO@pac.dodea.edu

Ms. Lois Rapp

Dr. Paula Miller

Mr. Jim Journey

Assistant Superintendents:
Dr. Paula Miller & Mr. Jim Journey
Email: AsstSupt.Japan.DSO@pac.dodea.edu
Japan District Office Telephone: DSN 315-225-3940
Website: www.dodea.edu/Pacific/Japan

DOEJA PACIFIC LEADERSHIP

Dr. Linda Curtis
DoDEA Pacific Area Director
Email: Director.DoDDSPAC@pac.dodea.edu

Dr. Joyce Lutrey
Director of Curriculum Instruction and Assessment [CIA]
Email: EDPAC@pac.dodea.edu
DoDEA Pacific Office telephone: DSN 315-644-5878

www.dodea.edu/Pacific
The Community Strategic Plan (CSP) was developed by the stakeholders within the DoDDS community. The CSP demonstrates DoDEA’s commitment to continuously improve in its efforts to educate and prepare military-connected students to excel in today’s increasingly competitive, global 21st Century environment.

MISSION: EDUCATE, ENGAGE, AND EMPOWER EACH STUDENT TO SUCCEED IN A DYNAMIC WORLD.

VISION: TO BE AMONG THE WORLD’S LEADERS IN EDUCATION, ENRICHING THE LIVES OF MILITARY-CONNECTED STUDENTS AND THE COMMUNITIES IN WHICH THEY LIVE

Strategic Goal 1 - Student Excellence: Challenge each student to maximize his or her potential and to excel academically, socially, emotionally and physically for life, college and career readiness.

Strategic Goal 2 - School Excellence: Develop and sustain each school to be high-performing within an environment of innovation, collaboration, continuous renewal and caring relationships.

Strategic Goal 3 - Talent Excellence: Recruit, develop and empower a diverse, high-performing team to maximize achievement for each student.

Strategic Goal 4 - Organizational Excellence: Build a great, enduring and responsive organization that provides the appropriate resources, direction and services in pursuit of highest student achievement

Strategic Goal 5 - Outreach Excellence: Foster family, school and community partnerships to expand educational opportunities for students.
All schools in DoDEA are accredited. Schools receive an external review every five years to maintain accreditation. This review is conducted by AdvancEd and based on the following performance categories:

1. Purpose & Direction  2. Governance and Leadership  

AdvancEd accreditation information and specific school review reports are available at www.advanc-ed.org

TerraNova Standardized Test is administered annually for students in grades 3-11. TerraNova scores are reported in percentiles - not percentages. A percentile is a measure of comparison that ranks one score against the scores of all other test takers. For example, a 75 percentile score means that 75 percent of all other test takers nationally scored below and 25 percent scored above that score. The national average is always the 50%ile. Japan District Averages for 2011:

<table>
<thead>
<tr>
<th>Reading</th>
<th>Lang. Arts</th>
<th>Math</th>
<th>Science</th>
<th>Social Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>68%ile</td>
<td>68%ile</td>
<td>67%ile</td>
<td>69%ile</td>
<td>71%ile</td>
</tr>
</tbody>
</table>

DoDEA Pacific 2012 SAT Scores

791 students tested (80% participation)

Critical Reading/Verbal 489  Math 493  Writing 482

For DoDEA score information go to www.dodea.edu/datacenter
Japan District Schools Student Population Per Complex As of October 12, 2012 - 8,413

- Yokosuka (n=2,710), 32.3%
- Yokota (n=1,423), 16.9%
- Zama/Atsugi (n=1,446), 17.2%
- Iwakuni (n=679), 8.2%
- Misawa (n=1,372), 16.3%
- Sasebo (n=768), 9.1%

Japan District Schools Branch of Service (by # of students) As of October 12, 2012 - 8,413

- Navy (n=3,829) 46%
- Civilian (n=1,583) 19%
- AF (n=2,048) 24%
- Coast Guard (n=15) 0%
- Army (n=433) 5%
- USMC (n=505)
COMMANDER FLEET ACTIVITIES SASEBO

Sasebo Elementary School serves Sure Start—Grade 6. Located on the main base.
Approximate enrollment: 300
Website: www.sasebo-es.pac.dodea.edu

Darby Elementary School serves grades Sure Start-Grade 6. Located in Hario housing.
Approximate enrollment: 275
Website: www.darby-es.pac.dodea.edu

COMMANDER FLEET ACTIVITIES YOKOSUKA

The Sullivans School serves grades Sure Start -5 . Located on the main base.
Approximate enrollment: 1200
Website: www.sullivans-es.pac.dodea.edu

Richard Byrd Elementary School serves grades K-5. Located in Negishi housing complex. The school will be closing June 2014. Remaining students will be bused to Ikego Elementary.
Approximate enrollment: 40
Website: www.byrd-es.pac.dodea.edu

Ikego Elementary School serves Sure Start—Grade 4. Located in Ikego housing complex. New school building to open for 2014-2015 school year and will be a K-5 school..
Approximate enrollment: 350
Website: www.ikego-es.pac.dodea.edu

NAF ATSUGI

Shirley Lanham Elementary School serves Sure Start - Grade 6. Located on main base.
Approximate enrollment: 500
Website: www.lanham-es.pac.dodea.edu
MIDDLE SCHOOLS

COMMANDER FLEET ACTIVITIES SASEBO

There is no dedicated middle school in Sasebo. Students in grade 6 attend elementary school. Students in grades 7 and 8 attend school in the high school.

COMMANDER FLEET ACTIVITIES YOKOSUKA

Yokosuka Middle School serves grades 6-8. Located on the main base.
Approximate enrollment 600 Website: www.yokosuka-ms.pac.dodea.edu

NAF ATSUGI

Zama Middle School Students in grades 7-8 stationed at NAF Atsugi attend middle school on nearby Camp Zama Army base.
Approximate enrollment: 200 Website: www.zama-ms.pac.dodea.edu
**HIGH SCHOOLS**

---

**COMMANDER FLEET ACTIVITIES SASEBO**

**E. J. King High School** serves grades 7-12 and is located on the main base.

Approximate enrollment: 250  
Website: [www.king-hs.pac.dodea.edu](http://www.king-hs.pac.dodea.edu)

---

**COMMANDER FLEET ACTIVITIES YOKOSUKA**

**Nile C. Kinnick High School** serves grades 9-12 and is located on the main base.

Approximate enrollment: 600  
Website: [www.kinnick-hs.pac.dodea.edu](http://www.kinnick-hs.pac.dodea.edu)

---

**NAF ATSUGI**

**Zama American High School** serves grades 9-12. Students living in Atsugi attend school on nearby Camp Zama Army Base.

Approximate enrollment: 300  
Website: [www.zama-hs.pac.dodea.edu](http://www.zama-hs.pac.dodea.edu)
ON BASE OPTIONS:

Universal Pre-K programs are not available in the DoDEA schools. There are two programs for pre-schoolers in the DoDEA Schools (1 & 2).

1. Sure Start program in DoDEA Schools is based upon rank and certain criteria which might put a child at risk. Lower ranks have priority. Space is very limited. Child must be 4 years of age by September 1st. For more information on this program go to

http://www.dodea.edu/Curriculum/eChildhood/sureStart.cfm

2. Preschool Services for Children with Disabilities [PSCD]
The DoDEA PSCD program for the young child has specifically designed instruction, support, and services for students with an identified disability which requires them to have an individually designed instructional program to meet their unique learning needs. Preschool special education services are provided for children three to five years of age who demonstrate a significant difference in actual functioning when compared with the functioning of a nondisabled child of the same chronological age. This significant difference occurs in one or more of the developmental areas as measured using standardized evaluation instruments and confirmed by clinical observation and judgment. Evaluations and a Case Study Team determine eligibility. Request consideration at your zoned elementary school.

3. MWR Child and Youth Programs offer preschool support; Full time Child Development Centers, Child Development Homes. For more information go to your local CYP office or online to https://qol.navyaims.net/CYPWeb/

OFF BASE OPTIONS:

4. Japanese Yochiens also called kindergartens are similar to German kindergartens in that they are really preschool focused. Instruction is in Japanese. Some Yochiens offer transportation. Ask your School Liaison Officer for information about local yochiens.

5. International Schools are available off base in some locations. Instruction is in English and these are tuition based. Ask your School Liaison Officer for local specifics. Listings also available on at the following link http://japan.english-schools.org/
DoDEA special education services are directed by both Federal Regulations, P.L. 105-17, Individuals with Disabilities Education Act (IDEA), and Department of Defense Instruction, DoDI 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents in Overseas Areas". These documents ensure that DoDEA personnel and families know who is eligible and what they must do to provide a free and appropriate public education. Preschool for children with disabilities is offered through DoDEA. Children with Individualized Education Program requirements (active duty only) are screened through the Exceptional Family Member Program prior to arrival.

For more information about the level of special education services in your location schools, go to navyjapanschoolliaison.org and click on the "special needs" tab for your installation then click on the DoDEA Special Education Directory.

**Overseas Screening Coordinator**

**U.S. Naval Hospital Yokosuka, Japan**

**DSN:** 315-243-8645

**From the USA:** 011-81-46-816-8645

**Email:**

NHYokosuka-OverseasScreening@med.navy.mil

**USNH Yokosuka Website:**

http://www.med.navy.mil/sites/nhyoko/Pages/default.aspx
HOMESCHOOLING

Homeschooling OCONUS offers exciting opportunities for children to experience a new culture first hand. Most locations have a local homeschool group. There is no requirement in Navy Region Japan for homeschoolers to register with the base. Homeschoolers have the option of accessing support of the DoDEA schools (i.e. standardized testing, clubs, classes, sports, band, field trips etc.) Contact your Installation School Liaison Officer for more details.

Homeschool Group FACEBOOK PAGES: Kanto Plain Home Schoolers, Sasebo Homeschoolers, and Atsugi Zama Homeschool Association

PRIVATE INTERNATIONAL SCHOOLS

Japan has numerous international schools that provide all instruction in English. These schools are tuition based. Following is a link to international schools in Japan.

http://japan.english-schools.org/

For more specific information for your location contact your School Liaison Officer.

JAPANESE PUBLIC SCHOOLS

Japanese language skills are one requirement of enrollment in many school districts. Navy dependents attending these schools are typically children with a local national parent. Your local Board of Education office often located in city hall will have more information on their requirements.
REGISTRATION in DODEA SCHOOLS

STEP ONE:
Complete online **PRE-registration** as soon as possible. This helps our schools in planning for incoming students.
Go to [https://registration.dodea.edu/](https://registration.dodea.edu/)
For more information on pre-registration there is a downloadable guide on the site.

STEP TWO:
Final registration is completed at each school. Please allow a full day following registration prior to student starting school.
A list of required documents is on the following page.
Some schools will allow registration via email prior to arrival.
For more information contact your school liaison officer or school. High school and middle school students should meet with a guidance counselor for course selection once registration is completed. Some counselors will “meet” with you via telephone or video teleconference prior to arrival. Contact your school liaison officer or school for more information.

ELIGIBILITY - If you are unsure about your child’s eligibility to attend DoDEA schools contact your school liaison officer or go to [http://www.dodea.edu/aboutDoDEA/DoDDS.cfm](http://www.dodea.edu/aboutDoDEA/DoDDS.cfm)
REQUIRED DOCUMENTATION

1. Immunization Records
2. Birth Certificate or passport
3. Set of sponsor's orders indicating the command sponsorship of the student (see below for acceptable documentation)

**Military:**
* PCS orders indicating duty station and rotation date
* Family Entry Approval OR Command Sponsorship Letter

**DoD Civilian with transportation agreement:**
- DD form 1614
  * Employment letter OR DD Form 1617

**DoD civilian without transportation agreement:**
- Standard Form 50
- Employment Letter

**NAFI employee:**
- Personnel Action report
- Employment letter

**DoD Contractor:**
- CAC Card
- Contractor letter of Identification
  * Billing authorization letter, if applicable

4. Contact information for previous school- Request to old school for official copy of records will be made by new school.

5. Also very helpful and highly recommended documents which will ease the registration and/or course selection process:
- Copy/Official Transcript
- Copy of withdrawal grades with grading system from previous school
- Copy of IEP (Individualized Educational Plan) or 504 Plan if applicable
DoDEA STUDENT TRANSPORTATION

Bus transportation is available for students living off base or attending a school on a complex where they do not live. Buses have seatbelts and typically bus attendants. Students attending school on a complex where they live typically walk to school. In some locations kindergarten students must be escorted to and from bus stops and/or school per base child supervision policy.

SCHOOL LUNCH

The Student Meal Program is provided through the NEX at all locations except Camp Zama MS/HS where it is provided by AAFEES.

Current prices for student lunches

Elementary Full Price $2.40
Middle/High School Full Price $2.55
Reduced Price $0.40

Free and Reduced lunch program is available at all locations. Applications are available at FFSC as well as your school registrar’s office. Contact your School Liaison Officer for more information. If your family is already approved for the free or reduced lunch program at your current location, please bring proof of that with you when you PCS. Your approval is good for the entire school year no matter your current location. Families must re-apply each summer prior to the new school year.

For more information on the Free and Reduced lunch program federal guidelines go to www.fns.usda.gov/slp
Are you going to be moving to a new duty location? In order to reduce stress that can accompany a permanent change of station (PCS), it’s important not to wait until the last minute before preparing for your move.

**Plan your child’s school move.**

Often military families are so preoccupied with the logistics of PCS’ing that the academic needs of the child gets overlooked. Here are a few quick tips to help your child have a smooth take-off from their current school, and a soft landing in his/her new school.

1. **As soon as you receive orders, notify your child’s school in writing.** Provide the date of your child’s last day. It’s never too early to do this!

2. **Contact the School Liaison Officer** at your new duty station. Your current liaison can help you get in touch with the correct liaison. The SLO can help you with information about your new location and answer any questions you may have.

3. **Create a School PCS folder for each child.** In the folder, place the PCS checklist attached and all of the items you collect listed on the checklist in this folder. Before you pack all of your important papers, place the papers you will need to register your child in his/her new school in this folder! Include: copy of birth certificate or passport, shot record, copy of transcript, & special needs evaluations. **Do not pack this folder!**

4. **Research the area where you are moving.** You should investigate the schools before you choose somewhere to live. Your SLO can provide you with information about your installation schools. For OCONUS locations you can also go to the DODEA website [www.dodea.edu](http://www.dodea.edu).

5. **Remember that data is only ONE indicator of a school’s quality.** If at all possible, go to the school and observe...see for yourself. Most importantly, do not form an opinion about a school based on the rumor mill. Every family, child, and situation is different. A school that is not a good fit for one family can be another family’s dream school!

6. **If you have a child with special needs, meet with your Special Education Teacher.** Ask that they contact the new school personally if possible. Be sure to get a copy of your child’s up to date IEP, evaluations, notes, etc. for the School PCS folder. If you haven’t already, be sure to register in the Exceptional Family Member Program.

7. **Network!** Navy School Liaison Officer has a fan page on Facebook! Become a fan and connect with families and children at your new duty station! Access the SLO web page at your new duty station for details about schools. Navy families moving to Japan can request a youth sponsor for your child at [navyjapanschoolliaison.org](http://navyjapanschoolliaison.org)

8. **Talk to your child** about the social/emotional stresses of moving. Plan a “good-bye” party to allow your child a chance to have closure and say good bye. You may want to provide your child with a notebook in which he/she can collect names, photos, email addresses and phone numbers. Go to Military Youth on the Move website for more ideas to make the move smoother. [apps.militaryonesource.mil/myom](http://apps.militaryonesource.mil/myom)

9. **If you know where your child will go to school at the new duty station, contact the school** to get calendar information, registration details, and even sports try out deadlines! Your SLO can also assist you with this!

10. **Prepare for the new location’s curriculum** by accessing Student Online Achievement Resources. Your child can take an assessment on the new location curriculum standards and get individualized activities designed just for him! (Grades 3-12) This will help ensure your child is on target in his new school. Go to [soarathome.org](http://soarathome.org)

**With a little preparation and planning, you can turn your PCS into a POSITIVE CHANGE OF SCHOOL!!!**
**Student 2 Student & Junior Student 2 Student** – High school and middle school student led programs whose goal is to help welcome incoming students to ease transition into the new school environment.

**Military Family Life Consultants** - Provide short term counseling and support to military children and families. MFLCs are available in schools at all Navy installations in Japan. Contact your Installation School Liaison Officer for more information.

**Youth Sponsorship Programs** - Provide opportunities to meet current students prior to or upon arrival typically online. Contact your Installation School Liaison Officer for details or sign up at [navyjapanschoolliaison.org](http://navyjapanschoolliaison.org)

**ASACS Counselors** - Adolescent Substance Adolescent Counseling Services available at middle through high school level in the schools. Contact your school to speak to one.

**Guidance Counselors & School Psychologists** - Our schools have guidance counselors and school psychologists who not only help with course selection and registration, but work with students who may be experiencing difficulties adjusting to the new environment. Our teams are proactive in creating smooth transitions for students.

**Area Orientation Brief** - Offered through Fleet and Family Services, AOB provides a great overview of Japan and base information for parents. School Liaison Officers provide school specific information at briefs for parents. Some locations offer AOB classes for kids at all levels as well. Contact FFSC or your Installation School Liaison Officer for more information.
PCS Checklist Guide

Documents Provided by Family

___ Birth Certificate/Passport
___ Immunization/Health Record
___ Legal documents- i.e. custody, etc *
___ Military Orders/ family entry approval
   (see required registration documentation list on pg 16 )
___ Up to date sports physical *

___ Documentation of free/reduced lunch status*
___ Other__________________

Items From Current School

___ Copy of Cumulative Folder to hand carry (Official mailed to school)
___ Current Schedule
___ Report Card

___ Withdrawal Grades
___ Test Scores & evaluations
___ Individualized Education Plan
   or 504 Plan (if applicable)
___ High School teacher letters of recommendation for use in college
   and scholarship applications.
___ Other_________________

Parent To Do List-Prior to PCS

___ Notify School your child will be leaving
   (minimum 2 week notice)
___ Request Official Transcripts

___ Find out the earliest date your child can check out of school and still receive full credit.
___ Contact your School Liaison Officer to get details about new school district
___ If mid-year, request work your child can do to keep current during the transfer.
___ Have your child (gr. 3-12) take an evaluation and get practice on curriculum standards
   at new location. Go to soarathome.org
___ Return any text or library books, etc. prior to departure.
___ Have child access Military Youth on the Move
   Go to apps.militaryonesource.mil/myom
___ Ask School Liaison Officer about getting your child a Youth Sponsor at new location.
___ Other_________________

Current School Information

___ Address, Telephone numbers, Email, counselor, other school contact info.
___ Course Description Book/ Grading Scale
   (6th grade and up)
___ Copy of Cover and index page of current textbook (if still in school)
___ School Profile/Handbook
___ School Website Address
___ Other_________________

Not all schools will require all the above items, however it is better to have documents and information most often required for registration or to ensure a smoother transition. Contact the School Liaison Officer for details and specific requirements for your new location.