

Non-DoD Schools Program Orientation

Welcome Aboard



This document was last revised **January 28, 2019**. If you have questions or need assistance, please contact the appropriate office. Refer to [Contacts for Support](#) in this document.

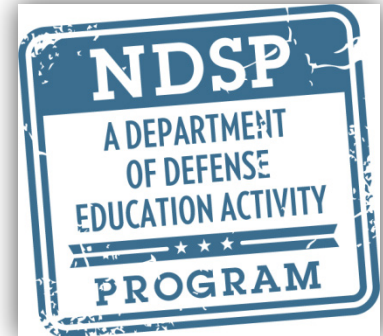
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Overview

Welcome to the Non-DoD Schools Program (NDSP) Sponsor Orientation Guide. This guide outlines the important policies, procedures and guidelines for the NDSP. After reviewing the information, you will become familiar with and understand the following:

- NDSP eligibility
- Education options provided by NDSP
- Department of State Standardized Regulations (DSSR) education rates
- The overseas educational screening process for students with special education needs
- Allowable and non-allowable expenses
- Educational expenses that must be pre-approved
- NDSP registration process
- Who to contact for further questions regarding NDSP



Introduction to NDSP

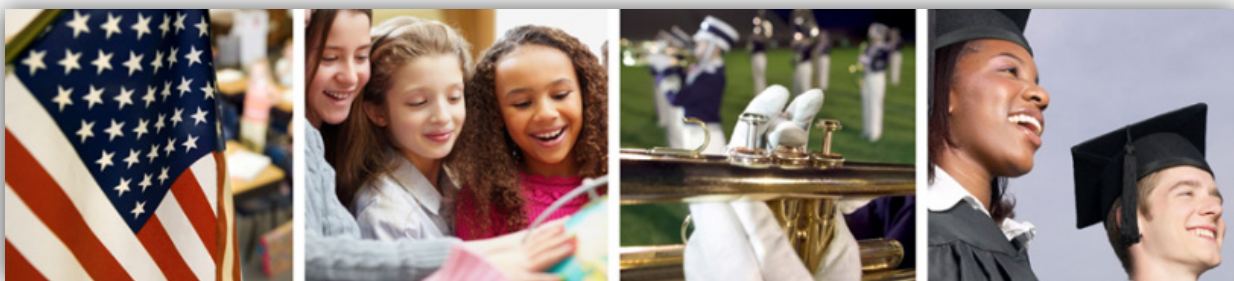
The Department of Defense Education Activity (DoDEA) manages NDSP worldwide. [DoDEA Administrative Instruction \(AI\) 5035.01](#), "Provision of Financial Assistance and Support for Education of Eligible Department of Defense Dependents in Overseas Locations," December 8, 2016, guides the NDSP program. DoDEA does not "approve" or certify schools. Parents may choose the educational setting for their child from among the authorized options.

Additional Resources

The [NDSP website](#) provides comprehensive information about the NDSP. The website is updated on a regular basis. Please visit the website frequently for current information related to the program.





Specific resources include:

- NDSP At a Glance
- Policy references
- NDSP Family Budget Planning Tool and Guide
- Non-DoD Schools Listing
- Guide to Choosing an International School
- NDSP Guide to British Education



Determining NDSP Location

There are a variety of ways to find out if the command you are transferring to is an NDSP location.

Source	Description
Planning Your Move 	Planning Your Move helps you access a variety of information about your new location, including education, entitlements and benefits, points of contact, checklists, planning tools, and information on employment. Please click the link to access Planning Your Move .
Receiving Command 	Check the various resources at your receiving command regarding specific educational options. Contact your sponsor, the NDSP Liaison, the School Liaison Officer, or even a colleague for specific school information in your new location.
DoDEA NDSP Office 	NDSP Program Management can assist with determining if a duty location is a DoDEA or NDSP site. Please click the link, NDSP Program Management to see the contact information for NDSP Program Management.
DoDEA Website 	Visit the DoDEA website to see if there is a DoDEA school that serves your child's grade at your new overseas location. Click the link to access the DoDEA website .



NDSP Eligibility

Eligibility is determined by the following criteria. All of the criteria must be met:

- | | | |
|---|---|---|
| 1) Sponsor must be assigned and reside in a location outside commuting area of a DoD school. | 3) Sponsor must be a military Service member serving on active duty and stationed overseas on permanent change of station (PCS) orders or a civilian employee of the DoD who is employed in a full-time position, stationed overseas, and is either a citizen or a national of the United States. | 4) Sponsor must be authorized to transport dependent to or from an overseas area at the expense of the government. |
| 2) Dependent must be command-sponsored; orders or supporting documentation must state that the dependent is authorized to be with the sponsor at the duty location. | | 5) Sponsor must receive an allowance for living quarters in that area, with the "at family" or "with dependent" rate. |



NOTE: Sponsors that are filling a T-20 billet, which include positions with the Security Assistance Office, Foreign Military Sales or Office of Defense Corporation (SAO/FMS/ODC), must register and be accepted into the NDSP and follow NDSP policy/guidelines. Contact your Command's budget office for payment of the tuition and fees.



Kindergarten/First Grade Eligibility

DoD dependents under the NDSP follow the same criteria as the Department of State Standardized Regulations (DSSR) for entrance into the equivalent of U.S. kindergarten.

In a location where a school follows a Northern Hemisphere/U.S. school calendar (school begins in Jul/Aug/Sep), the child must turn five years old for kindergarten or six years old for first grade on or before December 31st of that school year. In a location where a school follows a Southern Hemisphere school calendar (school begins in Jan/Feb/Mar), the child must be at least four years and eight months by the beginning of the school year for kindergarten or five years eight months for first grade.

When a school entry date cutoff is earlier than the dates noted above, the school's age policy prevails. The NDSP policy may not override a school's policy (e.g. a school requires a child to be five as of September 30th to enter into kindergarten).

For kindergarten eligibility, if the child turns five after September 1st (for schools beginning their school year in Jul/Aug/Sep) or February 1st (for schools beginning their school year in Jan/Feb/Mar) and meets the above age requirements, the NDSP requires an official memorandum from the school indicating that the school has accepted the child into the equivalent of U.S. kindergarten.

NDSP will fund only one year prior to the equivalent of U.S. first grade (kindergarten). If a school provides more than one year of kindergarten (e.g. K1, K2), NDSP will fund the last year of kindergarten attendance. In schools utilizing a British curriculum, the equivalent of U.S. kindergarten is Year 1. The table below, [Comparison School Systems Grade Equivalents](#), provides information regarding the equivalent to U.S. grade levels.



RECOMMENDATION: When the child is less than five upon Kindergarten entry, parents should carefully consider their child's social, emotional and academic readiness for kindergarten and the possible effects when transitioning back to the U.S. public schools after the overseas tour.

Pre-Kindergarten (Pre-K) Eligibility

Pre-K is any education provided more than a year prior to kindergarten. Pre-K is **not authorized** under the NDSP. DoDEA is only authorized to enroll and provide financial assistance to eligible dependents in grades K-12. The only exception is when a child between the ages of three and five is identified with special education needs and Pre-K services are included in the Individual Education Plan (IEP).

Comparison School Systems Grade Equivalents

ENTRY AGE	UNITED STATES GRADE LEVEL	BRITISH GRADE LEVEL	NETHERLANDS GRADE LEVEL	IB* GRADE LEVEL	FRENCH LYCEE GRADE LEVEL
3	Preschool			Nursery	Petite
4	Pre-K	Reception	Groep 1	Reception	Moyenne
5	Kindergarten	Year 1	Groep 2	Primary 1	Grande
6	Grade 1	Year 2	Groep 3	Primary 2	CP
7	Grade 2	Year 3	Groep 4	Primary 3	CE1
8	Grade 3	Year 4	Groep 5	Primary 4	CE2
9	Grade 4	Year 5	Groep 6	Primary 5	CM1
10	Grade 5	Year 6	Groep 7	Primary 6	CM2
11	Grade 6	Year 7	Groep 8	MYP 1	11 ans
12	Grade 7	Year 8	Brugklas	MYP 2	12 ans
13	Grade 8	Year 9	2e Jaar	MYP 3	13 ans
14	Grade 9	Year 10	3e Jaar	MYP 4	14 ans
15	Grade 10	Year 11	4e Jaar	MYP 5	15 ans
16	Grade 11	Year 12	5e Jaar	IB Diploma Programme	16 ans
17	Grade 12	Year 13	6e Jaar	IB Diploma Programme	17 ans

*International Baccalaureate

Educational Options in NDSP

Local School

Local Public School

For information on a local public school that is tuition-free, contact the local education council to determine enrollment procedures for your location. You are eligible for reimbursement of authorized expenses for education (books, fees, etc.) and transportation costs up to the DSSR limit for your post location. It is important to review the guidance for [At Post Transportation](#).



Local Private Day School

For local private day school please review [Choosing an International School](#) and the [Non DoD Schools Listing](#). Use these documents to assist with making a wise decision for your child. You are required to select a school which will allow your child to easily progress to the next grade level upon your return in the U.S. NDSP pays one-time fees once per tour of duty unless the school does not offer the next grade level or the school is not able to accommodate the educational needs of the child or the maximum education allowance for the school year has not been exceeded. Please review the "[Allowable](#)" and "[Non-Allowable](#)" Expenses.

Local Non-English Speaking School

When considering a school providing instruction in another language other than English, it is recommended to review the [Non-English School Guidance](#).

Boarding School Option

"Boarding school" is defined as a school providing residence halls on campus and meals in addition to an education. Boarding school applies to students in GRADES 6-12 ONLY.

- The DSSR away from post allowance is based upon the location of the sponsor's duty assignment. Any expenses above the DSSR allowance will be the responsibility of the sponsor. All school fees are counted toward the DSSR allowance.
- You may choose to send your child in grades 6-12 to a boarding school whether or not there is an adequate school at location.
- You may choose to send your child to boarding school in a country different from your post location or in the U.S. If you choose a boarding school in a foreign country, foreign currency fluctuation is not factored in the DSSR allowance and may cause excessive out-of-pocket cost for the sponsor.
- Contact the [NDSP Program Management Eligibility Team](#) to verify if the specific boarding school choice is authorized.
- A private day school without boarding within the U.S. and its territories is not authorized.
- The supplemental instructional allowance is not available when utilizing a boarding school (academic support, supplemental courses, and gifted education).
- It is important to review the guidance for [Away From Post Transportation](#) and [Away from Post Expenses](#).



NOTE: The sponsor is required to remove student from Cost of Living Allowances (COLA) when the student is away from post. Please remember to review the guidance for [Away From Post Transportation](#).

Home Study/Private Instruction/Virtual Education

If you are thinking of homeschooling your child, there are many choices. You can elect to work with one complete curriculum or you can blend a variety of curricula to meet your child's needs. Once your plan is developed, complete the [Home Study/Private Instruction Education Plan](#) and submit when initially registering or reregistering with NDSP. Please review the "[Allowable](#)" and "[Non-Allowable](#)" Expenses.

Virtual Education

Online courses can be used as a stand-alone curriculum as part of a Home Study/Private Instruction program.

Parents should be mindful of purchasing only one program to meet educational requirements for a particular content area (e.g., for a foreign language, choose an online interactive program OR local group classes OR hard cover resource materials, but not all three).



NOTE: Parents may not mix educational options by utilizing a tuition charging school at post and homeschooling. The NDSP is not authorized to pay the fees charged by third-party providers, such as umbrella or cover schools.

Electives

For art, music, and P.E., parents may seek out group lessons in the community. Group lessons are lessons already established in the community for groups of children. No private lessons are authorized. For grades K-8, a maximum of 60 minutes a week may be utilized for P.E. music or art. For grades 9-12, up to 4 hours a week per subject area, can be utilized for the subject area.



Department of State Standardized Regulations (DSSR) Education Allowance



Prior to choosing a schooling option for your child, it is important to be familiar with the Department of State Standardized Regulations (DSSR) education allowances. These allowances are established to assist sponsors in meeting the extraordinary and necessary expenses that may be incurred while stationed in an NDSP location. The education allowances are set by the Department of State (DoS) and are published in the DSSR. Please click the link, [DoS website](#), to find your DSSR education allowance.

The education allowance set by the DoS is your maximum allowance and is used to defray the costs of education. The allowance is not meant to cover every expense.





NOTE: It is extremely important to know your education allowance set by the DoS PRIOR to choosing a schooling option. A child's tuition, transportation and any other authorized fees can be funded by NDSP up to the education allowance set by the DoS limit for the sponsor's duty location. Any expenses incurred above the education allowance set by the DoS will be the responsibility of the sponsor.

One-time fees are not part of the education allowance set by the DoS when choosing to use a school at post and are paid once per tour unless the school does not offer the next grade or the school is not able to accommodate the educational needs of the child or the maximum education allowance for the school year has not been exceeded. One time fees are not applicable for students utilizing Home Study/Virtual Education or a school away from post (boarding school). Students may attend boarding school in grades 6-12 up to the limits of the DSSR away from post allowance for the duty location.



“At Post” and “Away From Post” Education Allowances (DSSR)

Each location has a DSSR education rate by grade level. The allowance is based on the location of the sponsor’s duty station, not where the child attends school. There is an “At Post” rate and an “Away from Post” DSSR rate.

At Post 	School at post means an elementary or secondary school is within daily commuting distance of the sponsor's assignment.
Away From Post 	School away from post means an elementary or secondary school beyond daily commuting distance of the sponsor’s assignment as to necessitate board and room in connection with attendance. The away from post rate is used when a boarding school is selected.

Example DSSR Rates

Sample DSSR Rates

“At Post” and the “Away from Post” DSSR rate are the same amount

Education Allowance In U.S. Dollars (DSSR 270)				
CHILE: Santiago				
Rates Effective: 03/08/2015				
<div>Previous Rates: <div>03/08/2015</div> <div>Go</div></div>				
Grade	At Post	Away From Post	Footnote	
K	22250	22250	N/A	
1	22250	22250	N/A	
2	22250	22250	N/A	
3	22250	22250	N/A	
4	22250	22250	N/A	
5	22250	22250	N/A	
6	22250	22250	N/A	
7	22250	22250	N/A	
8	22250	22250	N/A	
9	22250	22250	N/A	
10	22250	22250	N/A	
11	22250	22250	N/A	
12	22250	22250	N/A	




When the “At Post” and the “Away from Post” DSSR rate are the same amount, it means that there are adequate schools available.

“Away from Post” rate is HIGHER than the “At Post” rate

Education Allowance In U.S. Dollars (DSSR 270)				
GERMANY: Garmisch-Partenkirchen				
Rates Effective: 03/08/2015				
<div>Previous Rates: <div>03/08/2015</div> <div>Go</div></div>				
Grade	At Post	Away From Post	Footnote	
K	23200	23200	N/A	
1	23200	23200	N/A	
2	23200	23200	N/A	
3	23200	23200	N/A	
4	23200	23200	N/A	
5	23200	23200	N/A	
6	23200	23200	N/A	
7	24400	24400	N/A	
8	24400	24400	N/A	
9	28750	52150	N/A	
10	28750	52150	N/A	
11	28750	52150	N/A	
12	28750	52150	N/A	

When the “Away from Post” rate is HIGHER than the “At Post” rate for grades 6-12, there is not an adequate school at location.

Other DSSR Rates

Home Study 	<p>In lieu of the school at post rate, a separate allowance rate of up to \$10,500 is provided each school year for home-based instruction (home study/private instruction) in grades K-8 and up to \$21,500 in grades 9-12. However, if the local school/grade is adequate, reimbursement is limited to the school at post rate if it is lower than the home study/private instruction rate.</p>
Special Education 	<p>For the education of a student with special needs, in lieu of the school at post rate, a separate allowance rate is provided each school year up to \$71,500 for school at post or home study (including tutoring) or up to \$87,900 for school away from post. All special education needs must be pre-approved and coordinated with your NDSP Area Educational Specialist.</p>
Supplemental Instruction 	<p>An amount not to exceed \$4,100 each school year for supplementary instruction may be authorized if the student is attending a school at post and needs academic support, needs required courses in U.S. curriculum not offered at the school, or is eligible for gifted services.</p>



NOTE: All supplementary service requests must be pre-authorized by the NDSP Education Specialist. Reimbursement will not be authorized without prior approval. Supplemental instruction funding is not authorized for home study or for boarding school attendees.



Children with Special Education Needs



The NDSP is committed to the provision of appropriate special education and related services for DoD dependents who are space-required and eligible for NDSP.

Availability of Services: Special education services in overseas schools are limited and require advanced approval for reimbursement. Many NDSP sites do not have adequate special education services in place, and schools are not required to follow the [Individuals with Disabilities Education Act](#) (IDEA).



The availability of services does vary from site to site, so careful planning and open communication with the [Area Education Specialist](#) is critical to a successful overseas tour. The Education Specialist can assist you with all special education needs. Sponsors (military and civilian) with dependents that have special needs need to complete the [DD Form 2792-1](#) and complete the overseas educational screening process.

The Process for Dependents with Special Education Needs

Military Dependents 	<p>Must go through an educational screening through the Service's Exceptional Family Member Program (EFMP) and complete the DD Form 2792-1 prior to receiving orders. NDSP must determine if adequate support services are available at the receiving duty station.</p>
Civilian Dependents 	<p>Sponsors must complete DD Form 2792-1 prior to a Permanent Change of Station (PCS). The completed form should be submitted to your sending human resources department or to the NDSP Education Specialist (ES). The ES will conduct an educational screening to determine if the special education needs of the student can be met at the PCS location. While agencies cannot preclude a sponsor from accepting an assignment, it is important to carefully consider the consequences and impact in choosing to accept an assignment if travel is not recommended by the NDSP Education Specialist.</p>

Please request a copy of the final determination and recommendations from the Exceptional Family Member Program (EFMP) for military members, or human resources department/Education Specialist for civilians.



NOTE: All special education needs must be pre-approved and coordinated with the Education Specialist for the designated area. Contact the [Area NDSP Education Specialist](#) regarding support for children with special education needs in the NDSP.

Expenses

It is important to carefully review the Allowable and Non-Allowable Expenses on the NSDP website for a school [at post](#), [away from post](#) (boarding school) and for [homeschooling/virtual schools](#) before choosing an educational option. The educational allowance is designed to assist in defraying the costs for education and transportation.

Transportation

At Post

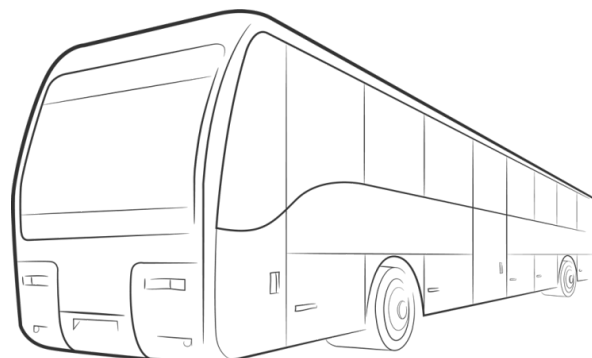
Transportation expenses are paid/reimbursed up to the Education Allowance for the duty location. One round trip per day is allowed to school and return. The one-way distance must exceed one mile to qualify for payment/reimbursement. Sponsors may not claim Privately Owned Vehicle (POV) mileage from the home to the transportation point of pick-up. Sponsors electing to live outside the commuting area are required to pay for transportation of their dependents to the nearest point in the commuting area served by the non-DoD school or established by the local commander.

Transportation expenses are paid/reimbursed in the following order:

1. Transportation is provided or arranged by the school or by the U.S. government (e.g. Embassy contracted bus).
2. If neither school transportation nor U.S. government transportation is available, sponsors may use commercial transportation (e.g. buses, trains, or taxis) or POV mileage may be claimed using the [Defense Travel Management Office Mileage Rates](#).

Away from Post: Boarding School Transportation

Transportation expenses are paid/reimbursed up to the Education Allowance for the duty location. NDSP will fund transportation from the duty station to school once at the beginning of the school year and transportation from school to the duty station once at the end of the school year. The student must be on official travel orders issued by the Service, command or agency. Review the [Travel Process for Boarding School Students](#).



Understanding NDSP Registration Process

Upon receipt of assignment orders to an overseas location where there is no DoDEA school, contact the NDSP Liaison or point of contact (POC) at your gaining command/new location. The NDSP Liaison/POC will provide information on available schooling options at that location.




NDSP provides the [Non-DoD Schools Listing](#) on the NDSP website. This list is not an “approved” list, but a listing of schools utilized by NDSP students in the past. Gather information about the educational options available and decide which option is best for your dependent(s).



RECOMMENDATION: It is recommended that you review the [Choosing an International School](#), if applicable, to assist you in the decision-making process.



Steps in the Process

 Family Budget Planning Tool	 Student Online Registration	 Enrolling in a School
<p>It is recommended that all sponsors complete an NDSP Family Budget Planning Tool as a part of first time registration and any change of school request in order to understand the education costs. Reimbursements may not be processed without the first time submission of the NDSP Family Budget Planning Tool.</p> <p>Please review and complete the complete the NDSP Family Budget Planning Tool.</p> <p>Use the Family Budget Planning Tool Guide to provide guidance in completing the budget planning tool.</p>	<p>Please click the link to register in the NDSP Student Online Registration (SOR) system.</p> <p>Once the application is submitted, you will receive an email stating that the application will be reviewed within 14 business days.</p> <p>NDSP Eligibility will process the enrollment through and send an email notification to the sponsor and NDSP Liaison upon finalizing and authorizing the registration.</p>	<p>Upon receipt of the email notification of approval from NDSP (within 14 business days), the sponsor may proceed with completing enrollment to the school listed in the email.</p> <p>If you have not chosen a school, you must notify NDSP Management once a school is selected.</p> <p>The sponsor MUST obtain approval for tuition and other expenses from DoDEA HQ NDSP Office prior to incurring any expense, or signing any agreements and/or contracts.</p>

Key Points to Remember

- The sponsor should submit the [Family Budget Planning Tool](#) annually.
 - Students who have special education needs should contact the Area NDSP Education Specialist.
- Review the [NDSP Special Education](#) section on the NDSP website and the area education contact information under [Contact for Support](#) section of this document.
- Parents electing to enroll their dependents in a home study/private instruction program should refer to [Home Study/Private Instruction](#) section of this document.
- Be sure to read all contracts and agreements carefully and understand early withdrawal penalties. The sponsor is entering into the contract, not DoDEA. Any penalty fees for failure to comply with the school's contract are the responsibility of the sponsor.



NDSP Reimbursement of Costs

All applications, deposit, tuition, transportation and other fees can be submitted to NDSP Headquarters for reimbursement once the sponsor has arrived at the OCONUS duty station. No fees can be reimbursed prior to the sponsor's arrival to the duty location. Review the NDSP website for the [Procedures for the Submission and Payment of Invoices](#). Reimbursements may take up to 30-40 days due to the Defense Finance and Accounting Service (DFAS) processing times.

Change of School Requirements

- 1) NDSP requires documentation for any change in a school. If the change of school is applicable for the next school year, the process will be completed during the re-registration period via the [Sponsor Portal](#). If the change of school occurs outside the annual re-registration period, the sponsor must submit the [DoDEA Form 610 - Application For Enrollment in a Non DoD School](#) (complete Part I only), school fee schedule, and school calendar to [NDPS Management](#) for processing. The sponsor is responsible for understanding the school's policy and timelines for school withdrawal and to request any applicable refunds. There may be penalties for early withdrawal or insufficient notice. The sponsor should be aware that the NDSP can pay for initial one-time school start-up fees/registration fees for a school at post only once per tour of duty unless the school does not offer the next grade, or the school is not able to accommodate the educational needs of the child or the maximum education allowance for the school year has not been exceeded. One time fees are only applicable for a school at post. A new approval e-mail notification will be sent to you upon finalization and authorization of the change of school request. Upon receipt of the e-mail notification of approval (within 14 business days), you may proceed with completing the application to the school listed in the e-mail.
- 2) The sponsor must complete the [NDSP Family Budget Planning Tool](#) to ensure knowledge regarding the DSSR, allowable costs and costs to the sponsor.
- 3) If the student receives services as part of a Learning Support Plan/Individual Education Program (IEP), the sponsor must contact the area [NDSP Education Specialist](#) for coordination. If there are education concerns, the sponsor should contact NDSP Education Specialist.



NOTE: The NDSP pays one-time fees for a school at post (i.e., building and maintenance fees, admission fees, laboratory, library, group sports class fees, required "donations, registration and matriculation fees) only once during a sponsor's tour of duty unless the school does not offer the next grade or the school is not able to accommodate the educational needs of the child or the maximum education allowance for the school year has not been exceeded.

Annual Registration in NDSP

All families already enrolled in NDSP must reregister each year. Click the link to access the [Sponsor Portal](#). It is an abbreviated process in which you verify intention of attendance in an NDSP school and provide the school fee schedule, the next school year calendar and invoice (if available). Additionally, if a sponsor's orders are due to expire during the school year or the sponsor is extended, new orders/extension documents must be submitted to NDSP. Tuition payments will not be made if there is an expired Date Eligible for Return from Overseas (DEROS)/Projected Rotation Date (PRD). Any change of school requests for the next school year may be completed during the reregistration process.



RECOMMENDATION: It is recommended that the sponsor complete the [NDSP Family Budget Planning Tool](#) annually to ensure knowledge regarding the current DSSR, allowable costs, and costs to the sponsor.

Withdrawal Procedures

When a sponsor withdraws their child from a school, the sponsor must notify three offices:

- The school the student is attending and request a refund, if applicable
- The local NDSP Liaison, and
- The [Non-DoD Schools Program Processing/Invoicing Office](#) at DoDEA NDSP Headquarters.

If the child participates in a group transportation option, ensure the transportation office is notified.



NOTE: Be aware of the school's timeline for notification for withdrawal! Failure to give proper notice may result in an early withdrawal fee which is not an authorized expense for reimbursement.

Exception to Policy

Requests for an exception to policy are reviewed and responded to by the DoDEA Director's designee. Any requests to exceed provisions established by the DSSR require review and approval from the DoDEA Director. The sponsor must be registered with NDSP prior to requesting an exception to policy. Please click the link to access [NDSP Student Online Registration System](#). Please review detailed information regarding Exceptions to Policy on the [NDSP website](#). Requests for exceptions must be submitted in writing to the [NDSP Program Management](#) and include:

- A letter signed and submitted by the sponsor that addresses the extenuating circumstances for which the sponsor is requesting an exception to policy.
- A signed memorandum by the command endorsing the exception to policy.
- If applicable, a breakdown and documentation of costs.



NOTE: Exception requests to exceed the DSSR allowance may take in excess of thirty days. Submit requests to [NDSP Management](#). NDSP may authorize obligation of funds for the current school year only.

Contacts for Support

Who	What	How
NDSP Program Management 	Contact NDSP Program Management for any questions regarding registration, eligibility, re-registration, Sponsor Portal, DEROS extensions, NDSP policy, exceptions to policy, or boarding school. Submit NDSP Family Budget Planning Tool and Home Study Education Plan to NDSP Program Management. Please provide PCS notification to NDSP Management. NDSP Liaisons should contact NDSP Program Management with any questions.	Phone: Commercial: 571-372-0591 (option 1) DSN: 312-372-0591 (option 1) Email: NDSP.Management@hq.dodea.edu
NDSP Resource Management Program Support 	Contact NDSP Resource Management for any questions regarding the NDSP Liaison Portal, and NDSP Liaison changes.	Phone: Commercial: 571-372-0591 (option 2) DSN: 312-372-0591 (option 2) Email: NDSP.Administration@hq.dodea.edu
NDSP Invoice Processing Office 	Contact the NDSP Invoice Processing Office concerning payment/reimbursement of educational expenses.	Phone: Commercial: 571-372-0591 (option 2) DSN: 312-372-0591 (option 2) Fax: 571-372-1908 Email: <i>Americas: (SOUTHCOM & NORTHCOM)</i> NDSP.invoices.Americas@hq.dodea.edu <i>Europe: (CENTCOM & AFRICOM)</i> NDSP.invoices.Europe@hq.dodea.edu <i>Pacific: (PACOM)</i> NDSP.invoices.Pacific@hq.dodea.edu
NDSP Education Specialists 	Contact the area NDSP Education Specialist concerning educational inquiries, including special education, supplemental instructional support (academic support, supplemental coursework, etc.), and home-based education options.	<i>Americas: (includes SOUTHCOM & NORTHCOM)</i> Email: NDSP.Education.Americas@am.dodea.edu Phone: 910- 451- 8242 <i>Europe: (includes CENTCOM & AFRICOM)</i> Email: NDSP.Education.Europe@eu.dodea.edu <i>Inside Germany:</i> Commercial: 0611-143-545-1535/1537/1538 DSN: 545-1535/1537/1538 <i>Outside Germany:</i> Commercial: +49-611-143-545-1535/1537/1538 DSN: 314-545-1535/1537/1538 <i>Pacific: (includes PACOM)</i> Email: NDSP.Education.Pacific@pac.dodea.edu Commercial: 011-+81-98-953-5677 DSN: 315-644-5677

Glossary

Boarding School

A diploma-granting school providing residence halls on campus and meals in addition to an education.



Command Sponsored Dependent

Dependents of a Service member/DoD civilian residing with the Service member/DoD civilian at his or her duty station outside the Continental United States, where an accompanied tour is authorized; the Service member/DoD civilian is authorized to serve said tour ([DoD Instruction 1315.18 - Procedures for Military Personnel Assignments](#)).

DSSR Allowance

The Office of Allowances in the Bureau of Administration develops and coordinates policies, regulations, standards, and procedures to administer the government-wide allowances and benefits program abroad under the [Department of State Standardized Regulations](#) (DSSR).

Education Allowance

The term used by DoDEA to describe the financial and other support to assist in defraying the costs of educating eligible DoD dependents in non-DoD schools when stationed in overseas locations where DoD schools are not reasonably available. The education allowance is referred to as the [DSSR](#) allowance.

Non-DoD Schools Program (NDSP)

[Non-DoD Schools Program](#) (NDSP), managed by the Department of Defense Education Activity (DoDEA), provides financial and educational support to authorized dependents of eligible DoD civilian and military sponsors assigned and residing in foreign locations outside the commuting area of a DoDEA school.

School-aged dependents

A child eligible to be enrolled in kindergarten through twelfth grade.

External Resources and References

The resources and references below were presented in numerous locations throughout this orientation. They are placed here in alphabetical order for your convenience should you need to refer to them at a later time.

[Allowable and Non-Allowable Expenses](#)

[Away from Post Expenses](#)

[Away From Post Transportation](#)

[Choosing an International School](#)

[DD Form 2792-1, Special Education/Early Intervention Summary](#)

[Defense Travel Management Office Mileage Rates](#)

[Department of State Standardized Regulations \(DSSR\) Education Allowances](#)

[DoD Instruction 1315.18 - Procedures for Military Personnel Assignments](#)

[DoDEA Administrative Instruction \(AI\) 5035.01](#)

[DoDEA Form 610 - Application For Enrollment in a Non DoD School](#)

[DoDEA Website - Schools and Districts](#)

[Home Study/Private Instruction Education Plan](#)

[Individuals with Disabilities Education Act \(IDEA\)](#)

[NDSP Family Budget Planning Tool](#)

[NDSP Family Budget Planning Tool Guide](#)

[NDSP Student Online Registration \(SOR\)](#)

[NDSP Website](#)

[Non-DoD Schools Listing](#)

[Non-English School Guidance](#)

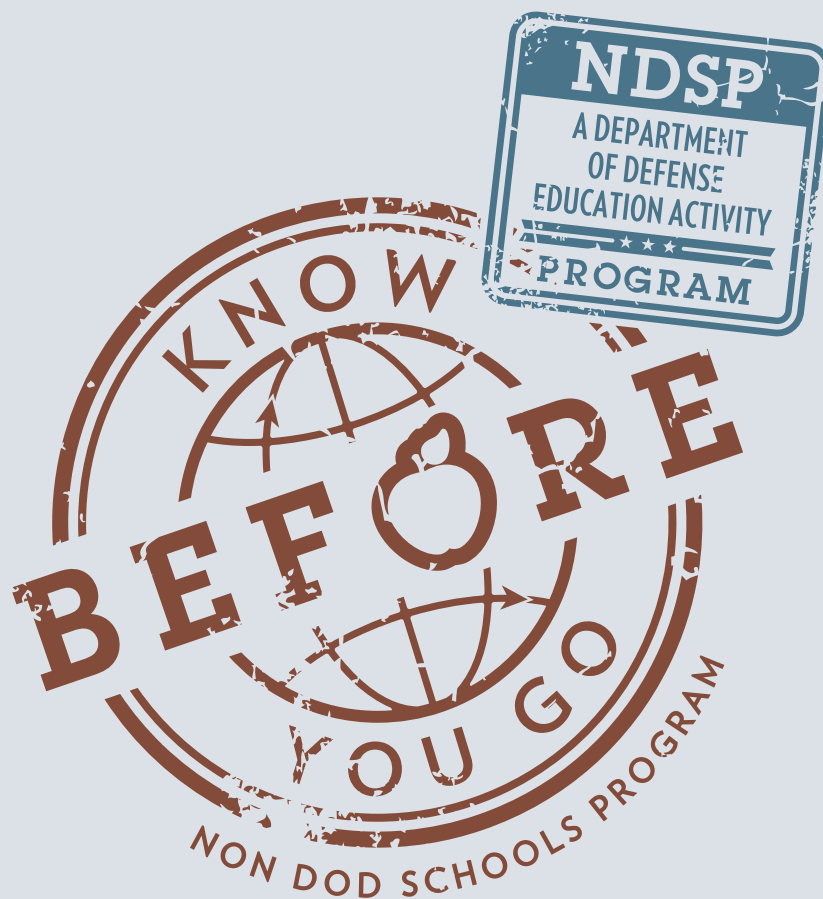
[Planning Your Move \(MilitaryOneSource\)](#)

[Procedures for the Submission and Payment of Invoices](#)

[Service's Exceptional Family Member Program \(EFMP\)](#)

[Sponsor Portal](#)

[Travel Process for Boarding School Students](#)



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Non DoD Schools Program
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Email: ndsp.management@hq.dodea.edu
Website: <https://www.dodea.edu/nonDoD/index.cfm>


DEPARTMENT OF DEFENSE EDUCATION ACTIVITY