



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX  
111 E CHAFFEE AVENUE  
FORT KNOX, KENTUCKY 40121-5256

REPLY TO  
ATTENTION OF:

IMKN-MWC

JUL 26 2019

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Knox Partners in Excellence  
Director and Chiefs, Staff Offices and Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo Number 15 - Education for Families residing on Fort Knox

1. References.

- a. Section 2164 of title 10, United States Code.
- b. Department of Defense Instruction Number 1342.26, 4 March 1997.
- c. DoDEA Policy Memorandum, 09-PL-001, 14 May 2009.

2. Procedures.

- a. On base schools for full time Active Duty Military Members:

(1) DoD Instruction 1342.26, Eligibility Requirements for Minor Dependents to Attend Department of Defense (DoD) Domestic Dependent Elementary and Secondary Schools (DDESS), para 6.1.1 and 6.3.2.1. requires the military member to be on full time active duty and reside on the military installation for school attendance. This Instruction basically states that DoD provides a tuition-free education for the dependent children of military members that occupy permanent on base housing or who have written affirmation provided by the installation family housing manager which states that the sponsor has applied for and will be able to occupy permanent living quarters at the new duty station within 90 school days.

(2) Dependent children must be listed on the military orders or the military member must have other valid proof of dependency through the defense enrollment eligibility reporting system (DEERS), full guardianship as provides by a State court judge, or completed adoption paperwork.

(3) If enrollment occurs based upon this subparagraph (1) above, failure of the sponsor to accept permanent quarters on the military installation when available and offered shall end the child's eligibility to attend the DoDEA School.

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(4) For eligibility, permanent living quarters is defined as housing that is provided by the Family Housing Office or the Privatized Partner where a lease is executed and the property has a permanent address. This does not include temporary quarters, billeting or the family camping area.

(5) Military members may only obtain one 90 day letter from the housing office and it must be in conjunction with a permanent change of station. If, at any time during that 90 school day period, the member turns down housing or removes their name from the active waiting list, the school will be notified and the students will be immediately dis-enrolled.

(6) If a military member chooses to obtain permanent on base housing that is not in conjunction with a permanent change of station, the dependent may not be enrolled until the military member signs for and resides in permanent on base housing.

b. On base schools for full time Department of Defense Civilians:

(1) DoD Instruction 1342.26, Eligibility Requirements for Minor Dependents to Attend Department of Defense (DoD) Domestic Dependent Elementary and Secondary Schools (DDESS), para 6.1.1 requires the DoD Civilian to be on full time active duty and reside on the military installation for school attendance.

(2) Dependent children must be listed on the travel orders or the DoD Civilian must have valid proof of dependency through the defense enrollment eligibility reporting system (DEERS), full guardianship as provides by a State court judge, or completed adoption paperwork.

(3) A 90 day school letter is not authorized for DoD Civilians. They must have a valid lease and reside in permanent living quarters in order for their dependents to qualify for enrollment.

(4) For eligibility, permanent living quarters is defined as housing that is provided by the Family Housing Office or the Privatized Partner where a lease is executed and the property has a permanent address. This does not include temporary quarters, billeting or the family camping area.

c. Fallen Military Member Families:

(1) Section 2164 of Title 10 (j) and DoDEA Policy Memorandum 09-PL-001, dated May 14, 2009 authorize enrollment of some fallen military dependents in the schools on the Installation.

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(2) Fallen Military dependents may enroll at the DDESS schools on Fort Knox if the military member died in the line of duty in a combat related operation (as designated by the Secretary) regardless of their physical residence on the military installation so long as the reside within commuting distance.

(3) Fallen Military dependents who are currently enrolled in school on the Installation at the time of death may continue in DDESS schools without limitation.

(4) Fallen Military dependents in (1) and (2) above must obtain a one-time letter of certification from the Director for Student Excellence, DoDEA Americas. Requests must be submitted through the Kentucky Community Superintendents Office at 270-439-1927.

d. Offbase schools for those residing on the Installation but not on full time active duty, full time DoD civilians or fallen military families:

(1) A letter of release from the DoDEA schools is required for families who reside on the Installation who are not eligible to attend the schools.

(2) A current valid lease issued by the Installation Housing Office or the Privatized Partner listing dependents along with an email including the names, ages and intended school district must be provided to the DoDEA point of contact, [Brenda.gregorich@am.dodea.edu](mailto:Brenda.gregorich@am.dodea.edu) or 678-364-8005 in order to obtain the letter of release.

3. Point of Contact. Brenda Weatherington, (502) 624-2305.

Encl

  
CJ KING  
COL, LG  
Commanding

DISTRIBUTION

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**DoD Education Activity Americas**  
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Subject: Fort Knox Policy Memo on Education for Children of Transient Military Families at Fort Knox, KY

Dear Parents:

The purpose of this letter is to clarify policies regarding enrollment in DODEA schools for children of transient military families at Fort Knox, Kentucky. In order to enroll a child in school, a military member must have permanent change of duty station orders assigning him/her to Fort Knox and the orders must state the family is authorized to accompany the military member to Fort Knox.

If a military member arrives at Fort Knox with temporary orders and brings his/her family, DODEA will not be able to enroll the child in the Fort Knox DODEA Schools. Although, the military member is/or may be residing temporarily on Fort Knox in transient housing, this does not authorize a child's enrollment in the Fort Knox Community Schools. The child will have to be educated in a school system off the installation and parents are responsible for all transportation.

Sincerely,

Dr. Frank Calvano  
KY District Superintendent

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