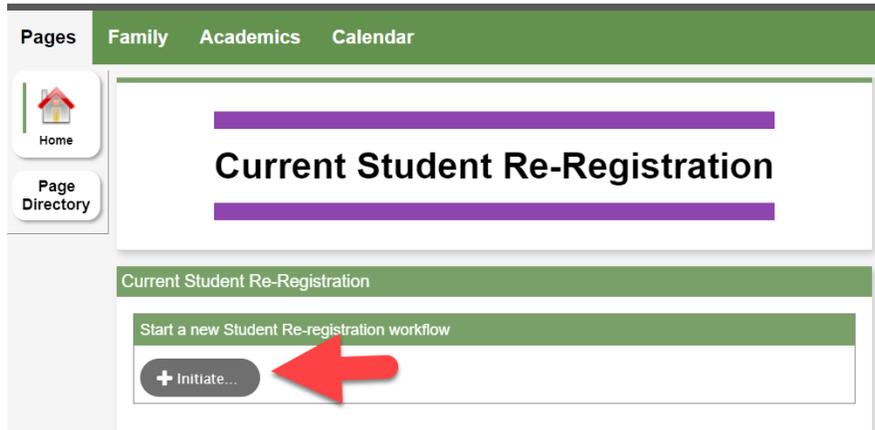


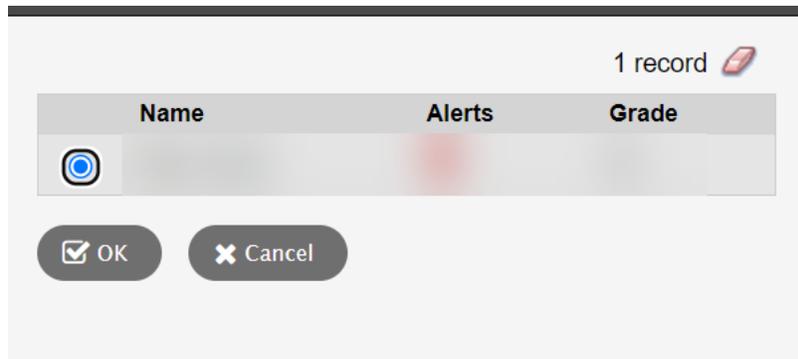
## How to Re-Register Your Student(s) For the Upcoming School Year

- 1) Log into the DSIS Family Portal and find the section marked for re-registration marked with purple stripes. Click the initiate button directly below the purple lines.



*\*\*If you do not see an initiate button, please contact your school's registrar for assistance. If possible, please send a screenshot of what you see.\*\**

- 2) Select the student's name and click OK.



*\*\*If you do not see an all of your student(s)' names, please contact your school's registrar for assistance. If possible, please send a screenshot of what you see.\*\**

- 3) Go to the bottom of the registration page and answer the question. If you are withdrawing, you will be sent directly to the submit page. If you are remaining in the same location, you will be prompted to update your information in DSIS.

## Plans for next school year

For the student listed below, please indicate the appropriate enrollment status for next school year. Select option 1 if you are withdrawing or transferring to a non-DODEA school. Select option 2 if you expect the student to remain enrolled in the appropriate school.

<b>Student Name</b>	Desir, Sonia	<b>Current Grade</b>	09
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What are your plans for next school year? \*

1 - This student will be moving (ex. PCS or withdrawing)

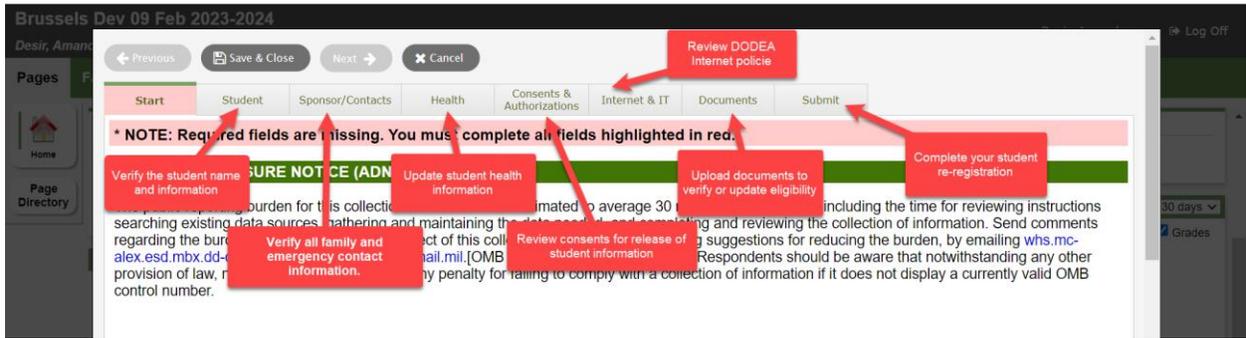
2 - This student will be staying in the same location (ex. same installation)

**Click on each tab** to review and complete all sections. You may click the Save & Close button at any time to come back later.

Please select 1 if you will be PCSing or not returning to a DODEA school in the same footprint.

Please select 2 if your student will be attending a DODEA school in the same location as they attended for the current school year

- Click on each top tab and complete the required information. Please pay special attention to updating addresses, phone numbers, and emergency contacts. We also advise that you upload any documents that you need to submit to update eligibility at this time.



- Be sure to sign and submit your re-registration application. The school registrar will contact you with any questions or concerns.

Start	Student	Sponsor/Contacts	Health	Consents & Authorizations	Internet & IT	Documents	Submit
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\* NOTE: Required fields are missing. You must complete all fields highlighted in red.

**SUBMIT**

You must click "Submit" at the bottom of this page to complete the first step in the re-registration process. Your student may not be fully registered until your registrar has received all the required documentation.

Space available families:

The submission and acceptance of your re-registration request does not mean that space is available for your student for the upcoming school year. You will receive additional information about completing your space available enrollment request. If you have questions about the space available enrollment request, please contact the school registrar.

**I declare under the penalty of perjury that the statements made by me on this form are true, complete and correct. I understand and agree to immediately report any changes that may affect my dependent student's eligibility. (Specifically Sponsor's employment status)**

Enter your name below. This is a legally binding electronic signature. A copy of this signature will be added to DoDEA records.

Sponsor/spouse full name \*

Date \*

Enter any final notes or comments for the registrar (optional)