

REQUEST FOR APPROVAL OF SCHOOL ORGANIZATIONAL CHANGE

1. PROPOSAL

a. PURPOSE (<i>X one</i>)	b. EFFECTIVE DATE (YYYYMMDD)				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Name Change</td> <td style="width: 25%; text-align: center;">Open New School</td> <td style="width: 25%; text-align: center;">Close School</td> <td style="width: 25%; text-align: center;">Modify Grade Structure</td> </tr> </table>	Name Change	Open New School	Close School	Modify Grade Structure	
Name Change	Open New School	Close School	Modify Grade Structure		

c. DOCUMENTATION (*Attach plan of action and milestones*)

2. DEPUTATE	3. SCHOOL NAME/PROPOSED NAME	4. ENROLLMENT, CURRENT/PROJECTED
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5. LOCATION	6. SUPPORTING MILITARY INSTALLATION	7. GRADE CONFIGURATION, CURRENT/PROPOSED
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8. DISTRICT	9. CODES AND ADDRESSES	
	a. DOD ACTIVITY ADDRESS CODE	b. ORGANIZATION CODE

c. TAC 1 ADDRESS, MAILING	d. TAC 2 ADDRESS, FREIGHT	e. TAC 3 ADDRESS, BILLING
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10. FEEDER PLAN	11. CIVILIAN PERSONNEL OFFICE (CPO)	12. FINANCE AND ACCOUNTING OFFICE (FAO)
a. ATTENDS		
b. RECEIVES		

13. RATIONALE

14. FACILITIES REQUIREMENTS

15. STAFFING REQUIREMENTS

16. SUPPORT AGREEMENT (SA) REQUIREMENTS

17. BUDGET IMPACT ANALYSIS

18. MILITARY COORDINATION (*Provide copies of correspondence between military service coordinating officials and DoDEA*)

19. APPROVALS

a. DISTRICT SUPERINTENDENT				b. DEPUTY DIRECTOR				c. DIRECTOR, DODEA			
APPROVED?	Yes	No		APPROVED?	Yes	No		APPROVED?	Yes	No	
SIGNATURE				SIGNATURE				SIGNATURE			
DATE (YYYYMMDD)				DATE (YYYYMMDD)				DATE (YYYYMMDD)			

(Attach additional pages if necessary.)