

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	
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a. DOD ACTIVITY ADDRESS CODE	b. ORGANIZATION CODE
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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)
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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									
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SIGNATURE	SIGNATURE	SIGNATURE									
DATE (YYYYMMDD)	DATE (YYYYMMDD)	DATE (YYYYMMDD)									

(Attach additional pages if necessary.)