



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

Spangdahlem Elementary Dragon Tales

Happy Friday, Dragon Nation!

We are aware that many families have upcoming PCS plans. If your family will be PCSing and you know your child's last day of school, please find the attached **Intent to Withdraw** form in the more info tab below.

Kindly complete the form and return it to SpangdahlemESRegistrar@dodea.edu, along with a copy of your orders. This will allow us to begin the withdrawal process and ensure that your child's records are prepared in time for your departure.

If you have any questions or need further assistance, please don't hesitate to reach out!

Important upcoming dates:

- February 14 – No School, School Holiday
- February 17 – No School, Federal Holiday
- March 3 – No school, Staff Training Day
- March 25 – SAC Meeting @ 1500
- March 26 – End of 3rd Quarter
- March 27 – No School, Teacher Work Day
- March 28-April 4 – Spring Recess
- April 18 – No School, Staff Training Day
- May 23 – No School, School Holiday
- May 26 – No School, Federal Holiday
- June 6 – Field Day
- June 10 – Last Day of School – Early Release @ 11AM

Need to know:

- It is very important to notify the **front office** of **daily** transportation changes, the front office will notify the classroom teacher(s) of the change. **CHANGES MUST BE MADE BY 1400.**
- Our buses must depart to the middle/high by a certain time, knowing your child(ren)'s transportation for the day helps tremendously!
- Notify our front office of student absences.
- **Moving soon?** Email our registrar for information on withdrawal procedures and record requests.

Contact information:

- Phone: CIV 0631 7106 6600/ DSN 324 483 6600
- Absence/Transportation Changes Email: SpangdahlemES.AdminOffice@dodea.edu
- Registrar Email: SpangdahlemESRegistrar@dodea.edu
- Bus Transportation Email: eifel.sbo@dodea.edu

-Your Admin Team

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