



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

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# School Year 2025-2026 Spring Re-registration Information

## \*\*\*Reminder\*\*\*

It's time for School Year 2025-2026 Spring Re-registration! Parents must submit a re-registration to indicate whether each student is staying or leaving Ft. Bragg DoDEA schools. Please log into the DoDEA Student Information System (DSIS) Family Portal at <https://dodeasis.myfollett.com/aspen/logon.do> to submit each student's re-registration request. The re-registration process also allows families to update information (contacts, Sponsor's employment status, student health) if the student is returning.

### Tips for Success:

- Use the **Current Student Re-Registration** section in the Family Portal. **Do not create a New Registration**, as you will have to resubmit all documents.
- **Expired or expiring orders?** Upload documents on the Documents tab (i.e., new orders, extensions, etc.).
- Update only information that has changed since last school year.
- Review and update all contact information for every contact. Indicate whether an emergency contact should be added or removed.

### Important Information:

- Students who are not re-registered for SY2025-2026 will be automatically withdrawn. **All current students must have a completed re-registration record** regardless of whether they are returning or not.
- If you will PCS before August 2025, complete the re-registration and choose "not returning." Then contact the school to set up a date to return Chromebooks and pay school meal debt before leaving the installation.

### Parent Portal Directions:

- **Portal link:** <https://dodeasis.myfollett.com/aspen/logon.do>
- **Login ID:** Your email used at registration.
- **Password options:**

- If you have already changed your password and remember it.
- If you forgot your password, use the “I forgot my password” link and answer the security question you set up on the first login.
- Click on the **INITIATE** button in the Current Student Re-Registration section to begin.
  - If you are missing a student, complete the Student Verification section at the top.
  - Ensure you use the correct re-registration link, as data will be lost if you use New Registration.
  - Contact the school if your login or password doesn't work, or if a student is missing.
  - Upload the documents requested by the school for updating.
  - Review and update any contact information such as emails, phone numbers, and emergency contacts.
  - Add the country code for each phone number to all contacts.

**Student Eligibility:** To attend DoDEA schools, eligibility is determined each school year based on the following criteria:

- Sponsor must be active duty or a full-time DoD civilian employee.
- Sponsor must reside in base housing and have a current lease.

Within the first two weeks of the SY 25/26 school year, all schools will verify your housing status with the installation housing office. The school will disenroll any student if it is determined student eligibility has not been met.

Please **complete** the re-registration process as soon as possible. The information collected during re-registration will be used to determine each student's continued eligibility, as well as plan staffing and resource needs for the coming school year. After your re-registration submission has been reviewed, the School Registrar will contact you if additional information is required.

V/R

K. Burgos

*Registrar, Albritton MS*

Department of Defense Education Activity

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