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# Stavanger Inbound Education Handbook

This handbook is designed to support military connected families with school age dependents as they implement a Permanent Change of Station (PCS) move to Stavanger, Norway. At the end of this document, you will find a helpful checklist to print out and use as you move forward in your new adventure!

Whether over the summer break or mid-school year, leaving a school and smoothly integrating into a new one requires planning and preparation. It is hoped that the information in this handbook assists in the process and helps you to get excited for your family's time in Stavanger.

As with any PCS move of school age children, your School Liaison (SL) is available with information, referrals and assistance in planning for smooth school transitions.

426 ABS SL Contact Information:

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## 426 ABS Stavanger, Norway

Inbound Handbook

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### Special Points of Interest:

\*Resources are available if your child(ren) is/are in need of additional help in school.

\*NDSP is available for YOU!  
See page 2

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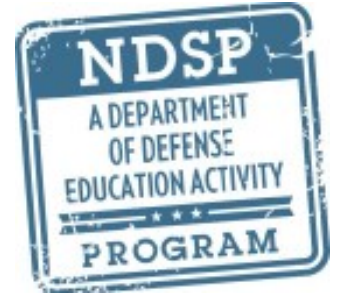
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# Non-DoD School Program (NDSP)

The Stavanger area does not have a Department of Defense Dependent School (DoDDS). All children attend their choice of a local private school, Norwegian public school, boarding school or are home-schooled. Tuition for command sponsored, school-aged (K-12) children is funded through the Department of Defense Education Activity (DoDEA) Non-DoD Schools Program (NDSP).

All NDSP registration can be completed online by the sponsor at: <http://www.dodea.edu/non-DoD/procedures/index.cfm>. On the NDSP website, select 'create an account' and begin registering your school-age dependent(s). This will ensure that payment is made by NDSP to the NDSP approved school of your choice, or that you are enrolled properly for home-schooling/Boarding School. By following the above procedures, this will ensure no out-of-pocket tuition fees to the sponsor. It is suggested that you complete the registration process as soon as you receive your PCS Orders.



## NDSP Frequently Asked Questions

### \* **Can I register with the NDSP prior to choosing a school in Norway?**

Yes! It is encouraged to register with the program NDSP as soon as you receive orders. When asked for 'School Choice' select 'No School Selected'. It will also ask for a school calendar and tuition fee schedule. You may select 'NA' for both. After you have chosen a school, simply go back into your sponsor portal and update information.

### \* **I completed my NDSP registration. How do I know if my account was approved?**

The NDSP may take up to 14 days to process your child's enrollment. After your application has been processed, you will receive a Welcome to NDSP email from the NDSP Management team. You can also double check your enrollment with your installation School Liaison.

### \* **Why is the website not functioning properly?**

Please complete all NDSP enrollment from a personal computer. The website does not function correctly on computers connected to a military affiliated network.

### \* **I have a child in Pre-school. Do I need to register them with the NDSP?**

No. The NDSP only pays for school-aged children (Kindergarten through grade 12). All pre-school fees are paid out of pocket by the sponsor. If your pre-school student is currently on a Individualized Education Plan (IEP) and/or enrolled in Exceptional Family Member Program talk to the SL regarding funding options.

### \* **What out-of-pocket fees will I have to pay for?**

Tuition and application fees for all school-aged children will be paid by the NDSP. Please visit the NDSP website for a list of additional, approved reimbursable expenses.

### \* **The school requires an application fee, should I pay it when submitting applications?**

No. Most private schools in Stavanger will invoice the NDSP directly for application, registration and tuition fees. For those that do not, they will invoice you and then a reimbursement request can be made to NDSP.

**For additional FAQs please visit the NDSP website:**

<https://www.dodea.edu/nonDoD/ndspFAQs.cfm>



# British International School (BISS)

The British International School of Stavanger (BISS) was founded in 1977 and operates on two separate campuses, BISS Gausel and BISS Sentrum. They regard all children as being unique and take pride in working closely with every child, nurturing individual strengths and talents. As an organization they are committed to personalizing their curriculum so that individual learning styles are acknowledged. Assisting every child to achieve their maximum potential is their goal.

The BISS is an accredited International Baccalaureate (IB) World School, and teaches all 4 IB programs. To learn more about this curriculum visit the IB Learning section on the school website. The BISS aims to maintain average class sizes of twenty pupils, but are able to admit up to twenty five pupils per class.

- \* Pre School – for children aged 2-5
- \* IB Primary Years Program (PYP) - for children aged 5-11
- \* IB Middle Years Program (MYP) - for children aged 11-16



For more information on admission deadlines, afterschool activities, learning support, etc., please contact the admissions department directly or visit the school's homepage at: <http://www.biss.no/>

# The International School of Stavanger (ISS)

ISS provides an internationally-accredited, engaging and challenging English -language education in a supportive, multi-cultural environment where students have the opportunity to fulfill their potential. Approximately 600 students attend ISS in pre-school through grade 12.

- \* Pre-School – for children aged 3-5
- \* Elementary School – Kindergarten—grade 5—for children aged 5-10
- \* Middle School — grades 6-8 – for children aged 11-15
- \* High school/ IB Diploma Programs – grades 9-12 – for children aged 15-18



For more information on admissions, afterschool activities, learning support, curriculum, etc., please contact the admission department directly or visit the school's website at: [www.isstavanger.no](http://www.isstavanger.no)

### Important Note:

Enrollment into private international schools is NOT guaranteed. Sponsors must research each school and follow their specific enrollment process and deadlines. Sponsors must fully understand tuition and enrollment policies. Schools may require documentation from your child's current school. It is much easier to secure this BEFORE leaving your current duty station.

**Schedule a phone appointment with your School Liaison to ask questions and get started!**

**START EARLY!**

## Sandnes International School

Sandnes International School is a culturally diverse learning organization with English as the principal language of instruction. Founded in 2017, they have a very small student population representing several nationalities. Students are grouped together in 2 classes 1st-3rd and 4th–6th grade. All classes follow the International Baccalaureate (IB) Primary Years Program.

For more detailed information, please visit the school's website at: <http://www.sdis.no/>

## The Children's House – Sola

The Children's House is located in the Sola Kommune. It is an international school for children from the age of 1 year through six. The school has roughly 140 children representing several nationalities. There are 11 classes broken down into different age groups and English versus Norwegian instruction. All classes follow the International Early Years Foundation Stage Curriculum. This is an option for families arriving to Stavanger with younger children who are not yet eligible for Kindergarten and the NDSP program. Costs for this program are paid for by the family and not subsidized by the U.S. government.

The Children's House practices rolling admission based on availability. Visit the school's website: <http://tchnorway.no/> for more information.

## Norlights Montessoriskole Stavanger

Norlights Montessoriskole of Stavanger was established in 2016 and is the only English speaking school in Stavanger that is in line with the Association Montessori International program. Please note, if you are moving in the middle of the school year and your child was not previously enrolled in a Montessori school, acceptance may be denied.

Visit the school's website for more detailed information: <https://www.noredu.no>

## Homeschool

You may choose to homeschool your school-aged dependents and receive funding through the NDSP. Sponsors will need to complete a Home Study/Private Instruction Education Plan and submit this when registering with NDSP. The plan is proof of adequacy of the educational curriculum and should contain the name or names of all curricula/programs used. It is important to keep in mind that homeschool is not a common practice in Norway. Support groups in the community will be limited.

For more information on homeschool options, please visit the NDSP Homeschool website or speak with your School Liaison Officer.

## Boarding

If you feel education options offered in Stavanger will not meet the needs of your children in 9-12th grade whether this be regarding academics, athletic opportunities or other program particulars, you may elect the boarding school option. The NDSP defines a boarding school as “a school providing residence halls on campus and meals in addition to an education”. It is EXTREMELY important to discuss this option EARLY in the PCS process with your gaining NDSP School Liaison.

For more information please visit the NDSP website section dedicated to boarding schools.

# School Transition Checklist: Inbound

## TO DO LIST:

- Notify your current school and child's teacher of your upcoming PCS. Complete withdrawal paperwork. Request current Official Records/ Transcripts

Make contact with the SL in Stavanger.  
Please provide information on each dependent.  
The SL can:

- \* Arrange school tours
- \* Connect you with school POC's
- \* Provide useful tips for PCS to Stavanger

Review school options in Stavanger:

- \* British International School
  - \* Children's House
  - \* International School of Stavanger
  - \* Norlight Montessoriskole Stavanger
  - \* Sandnes International School
  - \* Norwegian Public School
  - \* Boarding School
  - \* Homeschool
- Review information on the NDSP. This is the government agency that will fund your child's education in Stavanger.
  - REGISTRATION STEP ONE: Complete the initial NDSP Student Online Registration for each K-12 dependent. **This should be completed as soon as you receive Orders.** This process can be completed prior to choosing a school in Stavanger. Contact the SL with questions on NDSP registration.
  - REGISTRATION STEP TWO: Apply directly with the school of your choice. All application forms are obtained from the school. Complete/submit applications prior to arrival. NOTE: some schools may have wait-lists. Students cannot start school until after registration is complete and **approved**.
  - Log onto Military One Source Military Youth on the Move for tips on how to make this transition easier.

## DOCUMENTS YOU MAY NEED:

- Birth Certificate / Passport
- Immunization Record
- Health Records
- Sponsor's Orders
- Proof of Command Sponsorship
- Copy of each child's transcript
- Report Cards/ progress reports
- Test scores
- Teacher Recommendation forms (these are specific to each school)
- Up-to-date IEP, 504 Plan, & ESL records as applicable
- Middle/High school Teachers' letter of recommendation
- Contact information for current school
- Letters of Recommendation (especially for high school students)
- Documents detailing learning support of any type

