

## Supplementary Instruction Guidance

The Office of Allowances and the Office of Overseas Schools often receive questions on supplementary instruction. We hope that the notes we've added to the DSSR text below help certifying officers and parents understand the allowance better.

276.9 Supplementary Instruction (eff. 5/18/2014 TL:SR 838)

Supplementary instruction may be reimbursed up to the maximum shown in Section 274.12a in addition to the "school at post" education allowance for only the following reason(s):

**NOTE:** Supplementary instruction is tied to "school at post" education allowance. As such, it is available at post during the school year. The grant of this allowance terminates when "school at post" terminates under DSSR 274.2.

a. the child's school at post does not provide instruction in academic subjects generally offered by public schools in the United States, such as United States history, civics, computers, American literature, English grammar, Advanced Placement or International Baccalaureate Courses;

**NOTE:** This list is not exhaustive. Schools vary across the U.S., and offerings may change from year to year. Math, language arts, science, and social studies comprise the core subjects consistently taught in U.S. public schools. Parents should be familiar with the requirements of the district their child will return to in the U.S. as this allowance is intended to ease the transition of a child back to public school after time spent overseas. If the Financial Management Officer (FMO) is unsure when approving payment, the Office of Allowances and the Office of Overseas Schools suggest referring to current curriculum offered for that grade level on the family's home district's website.

b. the child's school at post offers its curriculum in a foreign language which the child does not know well enough for progress in the curriculum;

**NOTE:** Documentation from the child's school should be included in the request.

c. the child's school at post requires additional instruction to enable the child to (1) enter a grade, remain in the same grade, or complete a grade in the school; or (2) successfully complete an academic course in order to progress to the next level in the sequence of courses;

**NOTE:** Documentation from the child's school should be included in the request.

d. the child's school at post documents that a child returning to post following authorized/ordered departure/evacuation requires additional instruction to successfully complete the current school year;

**NOTE:** Documentation from the child's school should be included in the request.

e. the child's school at post does not offer a Gifted and Talented (GT), or equivalent, program. The employee must show one of the following in order to use Supplementary Instruction funds for a GT academics-only (math, science, languages, social studies, however, not physical education or the arts) program: (1) a letter from the child's previous school that the child qualified for and participated in a GT program; (2) a letter from the child's current school which endorses that the child's performance qualifies for a GT program which the school cannot provide; or (3) the results of a standardized GT test(s) which show the child eligible to participate in a GT program.

**NOTE:** Under DSSR 276.9e, a child is deemed eligible "to participate in a GT program." When submitting the request to the FMO for approval, parents should be able to present a plan that includes the cost of that program and the cost of any associated supplies. If the Financial Management Officer (FMO) is unsure when approving payment, the Office of Allowances and the Office of Overseas Schools suggest referring to current GT curriculum offered for that subject and grade level on the family's home district's website. The FMO should also verify that list does not contain items not allowable under DSSR 277.1d.