

UNCLASSIFIED

OPERATIONS MEMORANDUM

TO: Department of State (PER/COMP) DATE: June 10, 1966
FROM: Amembassy Office, BRASILIA
SUBJECT: ALLOWANCES: Submission of Education Allowances
Questionnaire

Submitted herewith is the original of the Brasilia Education
Allowance Questionnaire, DSP-33, for 1966.

cc: Amembassy RIO DE JANEIRO:

Enclosure:
As stated.

ADMIN:TRHodet:masb

UNCLASSIFIED

Brasilia

State

June 10, 1966

DEPARTMENT OF STATE
EDUCATION ALLOWANCE QUESTIONNAIRE

(Submit in original only)

The information called for in this questionnaire is required for the purpose of determining rates of education allowance, provided by section 901 (2), (iv) of the Foreign Service Act of 1946, as amended, which may be paid to eligible civilian employees of the Federal Government stationed at foreign posts. Education allowances are intended to assist such employees in minimizing financial hardship in providing for the elementary and secondary education of their children. The allowances are designed to help defray expenses at schools in foreign areas which offer an education reasonably comparable to that furnished by the free public school systems in the United States. Education allowances are not intended to meet the cost of attendance at unusually expensive types of schools.

INSTRUCTIONS

(Review the definitions in section 271.1 of the Standardized Regulations (Government Civilians, Foreign Areas) before filling in this questionnaire.)

- The reply to the questionnaire should be one comprehensive report for all eligible U. S. Government civilian employees with school age children at the post (excluding ineligible employees such as resident staff employees of the Department of State). The completed questionnaire should in general reflect the educational situation at the post as it pertains to the majority of employees with school age children. Posts having no eligible children shall, nevertheless, complete a questionnaire for all grades from 1-12 for the benefit of personnel hereafter assigned. The judgment and experience of employees, and/or other Americans at the post, with children of school age should be obtained prior to completing the questionnaire.
- If schools are not based on a grade system comparable to that in the public schools in the United States, specify the approximate U. S. grade equivalents used in developing answers.
- Report all costs in U. S. dollars, showing in the spaces provided the exchange rate used in conversion from local currency, and the specific costs incurred in local currency.
- Catalogues describing schools reported on in the questionnaire should be submitted with the questionnaire, if available. If not immediately available, but obtainable, such catalogues should be forwarded at the earliest date practicable.
- If the local U. S. Government-operated school or private or public schools at a post are overcrowded, or if for other reasons admission thereto cannot be obtained, evidence of this condition should be submitted. This may be included under "Remarks" in Part II of the questionnaire or in a letter attached to the questionnaire. In such case, alternate suggestions as to schooling at institutions located away from the post should be presented in Part III of the questionnaire.
- If schools located at the post are considered adequate, it would be appreciated if data on adequate boarding schools at or near the post were furnished in Part III. The Department has a continuing need for such information for use in establishing "school away from the post" allowances for other posts.

PART I - ELIGIBLE CHILDREN

Complete the following table for eligible children whose parents or guardians are at the post and are United States citizens employed by a Federal agency. (Exclude resident staff employees of the Department of State and other ineligible employees.)

NO. OF CHILDREN IN:	STATE		ICA		USIA		OTHER (SPECIFY)		OTHER (SPECIFY)	
	ELEM.	SEC.	ELEM.	SEC.	ELEM.	SEC.	ELEM.	SEC.	ELEM.	SEC.
	GRADES 1-8	GRADES 9-12	GRADES 1-8	GRADES 9-12	GRADES 1-8	GRADES 9-12	GRADES 1-8	GRADES 9-12	GRADES 1-8	GRADES 9-12
PUBLIC SCHOOLS AT POST										
PRIVATE SCHOOLS AT POST										
U. S. GOVERNMENT-OPERATED SCHOOLS AT POST										
COOPERATIVE SCHOOLS AT POST	4		2		4		2			
TAKING HOME CORRESPONDENCE COURSE										
SCHOOLS ELSEWHERE EXCEPT IN U. S. A.	1									
SCHOOLS IN THE U. S. A.				2		3				

7. INCLUSIVE DATES OF SCHOOL YEAR BY SEMESTER OR TERM

ELEMENTARY GRADES 1-8	SECONDARY GRADES 9-12
February 26-June 16 August 16-December 20	Same

7A. SCHOOL HOLIDAYS AND VACATION DATES

December 20-February 26
10 Day Easter Vacation
June 16-August 16

7B. CAN CHILDREN STAY AT SCHOOL DURING HOLIDAYS AND VACATIONS?

YES

NO

IF NOT, WHAT PROVISION IS MADE FOR THEM DURING THESE PERIODS?

Students return home

8A. ANNUAL COSTS PER STUDENT FOR BASIC SCHOOL TUITION FOR REQUIRED COURSES

ELEMENTARY GRADES 1-8	SECONDARY GRADES 9-12

8B. IF ANNUAL TUITION COSTS VARY BY GRADE, SPECIFY COSTS BY GRADE INVOLVED

GR.	COST	GR.	COST	GR.	COST	GR.	COST	GR.	COST	GR.	COST

8C. AVERAGE COSTS FOR BOOKS AND SUPPLIES REQUIRED BY THE SCHOOL

ELEMENTARY GRADES 1-8	SECONDARY GRADES 9-12

8D. ITEMIZE ALL REQUIRED FEES AND OTHER COSTS NOT REPORTED UNDER A, B, AND C

ELEMENTARY GRADES 1-8		SECONDARY GRADES 9-12		ELEMENTARY GRADES 1-8		SECONDARY GRADES 9-12	
ITEM	FEE	ITEM	FEE	ITEM	FEE	ITEM	FEE

8E. COST OF ONE ROUND TRIP FROM POST TO THE SCHOOL USING THE MOST ECONOMICAL MEANS OF PUBLIC TRANSPORTATION. SPECIFY MEANS OF TRANSPORTATION USED

ELEMENTARY GRADES 1-8		SECONDARY GRADES 9-12	
METHOD USED	COST	METHOD USED	COST

8F. SPECIFY IF THERE IS ANY REDUCTION IN COSTS WHEN THERE IS MORE THAN ONE FAMILY MEMBER ATTENDING THE ELEMENTARY AND/OR SECONDARY SCHOOLS

9. AVERAGE ANNUAL COST FOR ROOM AND BOARD. SPECIFY TYPE OF BOARDING FACILITY USED.

10. WHAT EXCHANGE RATE WAS USED IN ABOVE CONVERSION?

\$1.00 EQUALS _____

SPECIFY UNDER "REMARKS" THOSE COSTS INCURRED IN LOCAL CURRENCY

11. REMARKS

Additional particulars may be obtained from report prepared by Amembassy, Rio de Janeiro. Brochure from school is attached which does not give costs.

12. IF MORE THAN ONE ELEMENTARY AND/OR SECONDARY SCHOOL IS LOCATED NEAR THE POST, AND IT WOULD BE LESS EXPENSIVE TO SEND A CHILD TO THE MORE DISTANT SCHOOL, ANSWER QUESTIONS 1 THROUGH 10 ABOVE ON A SEPARATE SHEET.

DATE _____ SIGNATURE OF APPROVING OFFICER _____