

J. R. Tucker MCJROTC Variance Procedures

1. Zoned for J. R. Tucker high school?

Student signs up for “Military Science I” via their school counselor.

2. Zoned for a high school other than J. R. Tucker?

-Students must gain approval from the principal of the high school he/she is zoned to attend.

-Fill out variance form:

<https://www.henricoschools.us/page/school-assignment-variance> and deliver it to the zoned high school’s main office for approval.

3. Once the variance is approved by the zoned high school’s principal, the variance form will be sent to J. R. Tucker administration office for review..
4. J. R. Tucker Admin will notify LtCol Gaitens of the candidate.
5. At this point, LtCol Gaitens will request the student’s grades and attendance, and discipline records to help determine whether the student is eligible to be enrolled as a cadet in the school's program. If not eligible, the student will automatically be ‘NOT ENDORSED’
6. Those found ‘eligible,’ will then be contacted as prospective cadet’s. The parents/guardians will arrange a meeting to discuss the MCJROTC program. Parents must bring to this meeting:

*lease/mortgage statement (most current, within 6months)

* utility bill (most current, within 6months)

* State/Gov’t ID (Non-expired)

7. After the meeting, should the prospective cadet meet the criteria for MCJROTC enrollment, all forms with JROTC ‘endorsement letter’ will be sent to J. R. Tucker’s principal for approval/denial.
8. From this point, all information will go to Henrico County for processing and notification.
9. If have parents/guardians have any questions they can contact LtCol Gaitens (cmgaitens@henrico.k12.va.us) at 804-527-4679.
10. Need more information about Tucker’s Marine Corps JROTC program? Visit our [website](#)