



## CHECKLIST FOR SCHOOL MOVES—OUTBOUND

### BEFORE THE MOVE

- School Liaisons are available at duty stations worldwide to help military families with their children's school transfers. School Liaisons are familiar with local school options, enrollment and registration information, programs, and services. As soon as you get PCS orders in hand, reach out to your School Liaison.
- The possibility of receiving transfer OR final grades should be discussed with a school counselor as soon as you have PCS orders. Depending on withdrawal date, discuss possible options:
  - Accelerated Withdrawal
  - Transfer Grades
  - Grades to Date
- Give your child's current school notice you will be moving as soon as you have PCS orders in hand. Return all school provided books, supplies, and technology. Find out which form will need to be completed and when:
  - Accelerated Withdrawal form
  - Withdrawal Request form
  - Summer PCS form

In addition to the following documents, **PROOF OF RESIDENCY** (Address) will be required for new student registration. Documentation can include utility bills, lease agreement, mortgage statement etc. For PCS families registering before arrival, or living in temporary accommodation, please check with the school / installation [School Liaison](#) on meeting residency requirements.

## HAND-CARRY TO NEW SCHOOL

- Original/certified birth certificate
- Immunization (shot) record
- Name, address, phone number, and website of leaving school
- Testing scores / reports: state standardized tests, end of course exams, special program testing
- Social Security card / Military Dependent ID / Military Orders (*Required for some schools*)

### **Academic Records:**

- Elementary and Middle School**
  - Copy of most recent report card / progress report / withdrawal grades
  - \*Official / sealed school records must remain sealed when handing to the new school
- High School** (& middle school students enrolled in high school course work)
  - Transcript with course history & withdrawal grades

## ADDITIONAL DOCUMENTS TO HAND-CARRY – IF APPLICABLE

- Legal documents (power of attorney, custody papers, etc.)
- Special program information: Individual Education Program (IEP), Individual Accommodation Plan (504),
- English Learner, Gifted/Talented, Individualized Health Plan, Behavior Plan, or Response to Intervention Plan (include assessments, evaluations, reports, test results, and any other applicable documentation when available)
- College transcript for any credits completed at community college
- Documented community service hours
- Extra-curricular / co-curricular recommendations / letters of introduction

## TRANSITION TIPS:

- Become familiar with the Military Interstate Compact which addresses issues including enrollment, placement, attendance, eligibility and graduation. Visit [www.mic3.net](http://www.mic3.net).
- Notify your current teacher and Military & Family Life Counselor (MFLC) of your upcoming transition so that they may be aware of possible social emotional issues and why.
- Create or purchase a memory book, autograph book, or plain canvas fabric stuffed animal for memories and signatures to take with you.
- Introduce your students to the new principal (even if by e-mail) so that s/he may place them appropriately (i.e., personality match and course rigor).
- Ask if there was any holiday/semester break homework/project, including summer Honors and AP readings.