



## CHECKLIST FOR OUTBOUND SCHOOL TRANSFERS

### BEFORE THE MOVE

- Contact the School Liaison. 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. School Liaisons can also assist with easing the transition by connecting them with a youth sponsor. As soon as you get PCS orders, reach out to your [School Liaison](#).
- Provide written notification and request records. As soon as you receive orders, give your child's current school (classroom teacher, guidance counselor (for high school), and administrator) written notification and provide an anticipated withdrawal date. Provide a reminder 30 days out if needed. If possible, provide the name of the new school. Include a request for copies of records (these will be considered unofficial) to be picked up just prior to departure. Please allow at least ten business days for the records request. For high school students, request percentage grades based on a 100-point scale.
- Create a PCS folder for each child. See the Hand Carry section for items to include. Do not pack these folders! Have it available for the online portion of advance registration and for the in-person portion once you arrive. For children receiving gifted or special education services, it is important that ALL educational, medical, and service related documents be maintained with the PCS folder as well. Military OneSource's Specialized Care Organizational Record (SCOR) is an organization tool worth exploring for students with special education needs.
- Research schools. It is highly recommended that parents research schools and districts BEFORE choosing a place to live. This is especially critical for high school students who may be impacted by changes in graduation requirements, course sequencing, scheduling differences (A/B, four block, or traditional), and/or eligibility for extra-curricular activities. As you narrow down school options, read the district's school board policies and the handbook for each child's school. For high school and some middle school students, read their course selection options and inquire about the new school's grading system (letter/numerical). You can also review recent school board meeting minutes online to see current topics of discussion within the district. Search tools may include:
  - [State Report Card website](#)
  - School District websites
  - State Department of Education websites
  - Great Schools.org
  - Niche
  - School Digger
  - School Liaison at your next duty station
- Familiarize yourself with the [Military Interstate Children's Compact \(MIC3\)](#) which addresses key transition issues of enrollment, placement, eligibility, and graduation.
- Utilize [Military Child Advance Enrollment](#) (if your receiving state has enacted this legislation). Regarding proof of residency requirements, many states have implemented a Military Child Advance Enrollment Policy whereby parents **INITIALLY** only need to provide documents such as a copy of their orders and, in some cases, proof of the parent/guardian's intent to move into the school district. Check with the School Liaison of your new location as soon as you have orders. Register your student and (this is extremely important especially for special education and grades 5 and up) start communicating with the future school regarding courses, IEP/504 supports, extra-curriculars, AP/Honors (Is there summer coursework?).
- Read the School Handbooks and School Board Policies.
- Find transition/peer-to-peer support programs. Available in many schools with military student populations, programs like [Anchored for Life](#) or School-Based Youth Sponsorship can help your child have a smooth transition in the new school community. Contact your School Liaison to inquire.
- Just prior to departure: Pick up unofficial copies of records. Turn in equipment, books, and other school supplies.

## HAND CARRY TO THE NEW SCHOOL

- ☐ Original/Certified birth certificate
- ☐ Social security card
- ☐ Legal documents, as needed (custody papers, power of attorney, etc.)
- ☐ Military orders
- ☐ Immunization (shot) record
- ☐ Proof of residency as required/available (see Military Child Advance Registration)
- ☐ Name, address, phone number, website, and fax number of leaving school
- ☐ Copy of cumulative folder which should include a copy of the most recent report card/progress report/withdrawal grades (only the copy mailed/faxed directly between schools is considered official)
- ☐ Testing scores/reports: state standardized tests, end of course exams, special program testing
- ☐ Individual Education Plan (IEP)/Individual Accommodation Plan (504) (If applicable)
- ☐ Gifted and Talented Program Description (If applicable)
- ☐ English as a Second Language (ESL) or Bilingual Education description (If applicable)
- ☐ At-Risk or other action plans for classroom modifications (If applicable)
- ☐ Middle and High School (as applicable): Transcript with course history & withdrawal grades (have percentages sent over), title of textbooks and course descriptions, grading scale

## OTHER DOCUMENTS AND EXAMPLES

- ☐ Writing samples and other work samples
- ☐ Community service or service learning
- ☐ Other work or performance examples (recordings, videos, etc.)
- ☐ Academic recognitions and competition participation