



# Child & Youth Education Services – School Liaison

## Moving with A School Age Student Checklist

As you transition, please use this checklist to ensure that you have all the required information to help make your dependent educational transfer smooth! Please **HAND CARRY** all documents with you.

### **DOCUMENTS TO GET FROM YOUR SCHOOL PRIOR TO LEAVING:**

At a minimum prior to departing your current location please ensure that you follow the below information & hand carry (Reference: Interstate Compact – MIC3). If you have any issues with your losing school obtaining records contact your current installation SLO office.

1. Provide current school your official withdrawal date – request an unofficial copy of records to hand carry at this time.
2. Obtain an **unofficial** copy of all of your records (including testing, advanced placement, IEPs, BIP, 504 plans, etc.)
3. Transcript/Record Documentation Requirements (Ensure they are clearly annotated)
  - a. State/Standardized or Special Program Testing
  - b. Advanced Placement Courses/Dual Credit
  - c. IEPs
  - d. 504 Plan
  - e. Gifted & Talented Testing/Classes
  - f. Working outside of grade level (e.g., taking 10<sup>th</sup> grade math but in the 8<sup>th</sup> grade)
4. On the day of withdrawal – obtain an unofficial transcript/records (listed above) **with grades closed out** as of that day - (if departing during summer break – ensure copy states passed/promoted and obtain prior to office closure)
5. Other documents to obtain or have
  - a. Report Card/Course History/Schedule
  - b. Counselor Recommendations for Placement (optional)
  - c. JROTC Records (if applicable)
  - d. Listing of Academic Recognitions/Competition Participation
  - e. Academic Grading System Overview - Weighted Grade System (e.g., Scale 5.0, 4.0, etc.)
6. If you are currently Overseas and enrolled in a DoDEA Non-DoD Schools Program (NDSP) School – please obtain a duplicate transcript from DoDEA that will transfer correctly into the American public system (DoDEA will pay for if you have not exhausted your funds)
7. Contact your School Liaison Office at your gaining installation if there are any issues during the transition

### **Needed for Registration at Your Gaining School (Varies Per School District)**

- Student's Birth Certificate (Original Certified Copy)
- Student's Social Security Number
- Student's Health Record (Immunization, physical, etc.)
- Legal Documents (as needed; ex: custody/guardianship)
- Proof of Residency/Military Orders (utility bills, lease/escrow deed, housing contract)
- Parent & Student's Military ID Card (if applicable)
- Two Emergency Contacts

### **Prior (Losing) School Information**

- Address, Phone Numbers
- Contact Information for Counselor
- Course Description Book/Grading Scale (if available for 6th grade and above)
- School Web Page (URL)

## **School Records**

- Unofficial Copy of Cumulative Folder/Transcripts (*only the copy mailed between schools is considered official*)
- Current Schedule
- Report Cards
- Withdrawal Grades or Progress Reports
- Test Scores (Standardized or Special Program Testing, etc.)
- JROTC Records

## **Special Programs Records as Appropriate:**

- Individual Education Plan (IEP)
- Individual Accommodation Plan (504)
- Behavioral Intervention Plan (BIP)
- Gifted & Talented Program Description and Information
- English as a Second Language (ESL) or Bilingual Education
- Functional Behavioral Assessment (FBA)
- At-Risk or Other Action Plans for Classroom Modifications

## **Other Documents and Examples:**

- Writing Samples and Other Work Examples
- Activities Records (co-extracurricular)
- Community Service or Service Learning
- Other Work or Performance Examples
- Academic Recognitions and Competition Participation

## **You may need the following documents on the date of your appointment with a counselor or registrar. (Requirements Vary Per District-Check with your School Liaison)**

- Proof of Residency – Stating Physical Address
- Acceptable documents for proof of residence:
  - Light or Water Bill
  - Landline Phone Bill (certain districts will accept)
  - Property tax statement
  - Lease agreement or Buyers Contract
  - Intent to Reside Letter (on base housing within 30 days)
  - TLF (On base)/Fam Camp Receipt (On base schools only)
  - TLF (Off base) Receipt (must register in attendance zone for hotel/living arrangements)
- Student Birth Certificate (original certified copy)
- Student Social Security Card
- Student Immunization record (up to date)
- Identification of Parent/Guardian (Picture ID)
- Withdraw paperwork from previous school
- Recent student report card
- Student Unofficial Copy of Records to Include Testing
- Student Records (grades 6-8) Student Transcript (grades 9-12)
- Proof of Wounded Warrior Status (if using for Pre-K Determination – VA Status Letter)
- Other special documents if applicable (Custody Agreement, Power of Attorney, etc.)

For a listing of worldwide School Liaison please visit <https://dodea.edu/partnership> (*Chrome Browser*) These professionals are standing by willing to assist you with your Pre-K through 12 educational needs for your military connected student.

