

Quick Checklist for School Transition

Parent/Guardian:

- Student's Birth Certificate *
- Student's Social Security Number *
- Student's Shot Record *
- Legal Documents, as needed (example; custody or guardianship) *
- Proof of Residency/Military Orders *

School Information:

- Address, Phone Numbers, Other Contact Information
- Course Description Book/Grading Scale (if available, for grades 6 and above)
- Copy of the Cover of Each Textbook or the Title Page
- School Profile/Handbook
- School Web Page
- Other: _____

School Records:

- Copy of Cumulative Folder (only the copy mailed between schools is considered official)
- Current Schedule
- Report Cards
- Attendance and Tardy Records
- Standardized Testing Records
- Withdrawal Grades or Progress Reports
- Test Scores (Standardized or Special Program Testing, etc.)
- Activities Record (such as co/extracurricular)
- ROTC Records (if applicable/available)
- Fees Owed (if applicable/available)
- Alternative Schools Records (if applicable/available)
- Letters of Recommendations (especially for senior students)
- Writing Samples (if available)
- At-Risk or Action Plans for classroom modifications (if available)
- Portfolios (if available)
- Accelerated Reader Points (if applicable/available)
- Service Learning Hours (if applicable/available)
- Other: _____

Special Programs Records as Appropriate:

- Individual Education Plan (IEP)/Individual Accommodation Plan 504/Gifted Program Description *
- English as a Second Language (ESL) or Bilingual Education *
- At-Risk or Other Action Plans for Classroom Modifications *
- Other: _____

Other Documents and Examples:

- Community Service or Service Learning
- Other Work or Performance Examples
- Academic Recognitions and Competition Participation
- Other: _____

* Hand carry this information for each child with you to your new location.

Additional recommendations are on the back of this document

Additional Recommendations for School Transition

3- 6 Months before the Move

- Research the new school district
- Call the school liaison to answer any questions you may have about the local schools

1-2 Months before the Move

- Review- the list and gather any missing documents
- Copy- proof of residence or housing documents that show where you will be living
- Set up- a time to meet with a school counselor at the receiving school to go over school transcripts (note contact information for key school staff)
- Find out-what the withdrawal process is at the school and make a plan to withdraw your child from school

2 Weeks before the move

- Review checklist and ensure that all documents are as current as possible
- Remind school of student's last day

Moving Before the end of a school year

- Make a copy of the front cover of your child's textbooks
- Copy course outlines or topics covered
- Know what to expect with the transfer of credits (have your school liaison call the schools involved and ask them to review the transcripts before you move). This step could reduce a lot of stress!

School Liaison Mission

The mission of the School Liaison is to mobilize and coordinate community resources to reduce the impact the mobile military life style has on military school-age children and families; to implement predictable support services that assist children/youth with relocations, life transitions and achieving academic success; and providing a wide range of resources that facilitate school transitions to parent, students, schools, commanders and communities.

School Liaison Program Websites

- **School Liaison Program Website** <http://www.mccsokinawa.com/SLO>

- Information about School Liaison Program
- School Liaison contact information