

CHECKLIST FOR SCHOOL MOVES

To ensure a smooth transition, begin gathering the following documents approximately 30 days before you plan to move.

ITEMS NEEDED FROM THE PARENT/GUARDIAN:

- ___ Student's original/certified birth certificate
- ___ Student's social security number/card
- ___ Student's shot record (yellow card)
- ___ Legal documents, as needed (power of attorney, custody papers, etc.)
- ___ Military housing orders, lease, rental agreement, mortgage document or proof of residency (1 or 2 recent utility bills)
- ___ Local emergency contact or two separate phone numbers

ITEMS NEEDED FROM YOUR CURRENT SCHOOL:

- ___ Address, phone numbers, email, other contact information
- ___ Course description documentation/grading scale (for 6th grade and above)
- ___ School web page
- ___ Other: _____

SCHOOL RECORDS NEEDED:

- ___ Most recent report card
- ___ Withdrawal grades with class schedule or progress reports
- ___ Test scores (standardized or special program testing, etc.)
- ___ Current Individual Education Plan (IEP) and/or 504 plan
- ___ Medical records to support diagnosis, orders or care under IEP or 504
- ___ Triennial Report and/or Referral for Services
- ___ Other: _____

OTHER SPECIAL PROGRAM RECORDS NEEDED:

- ___ Education Psych Assessment
- ___ All Assessment Reports
- ___ Gifted and Talented Program description
- ___ English Learner or Bilingual Education description
- ___ At-risk or other action plans for classroom support
- ___ Response to Intervention (RTI) Plan
- ___ Individualized School Healthcare Plan



KIDS' MOVING CHECKLIST

- ___ Return any library items I have checked out.
- ___ Decide which clothes and toys I have outgrown and give them away.
- ___ Get pictures of my friends.
- ___ Get contact information from my friends.
- ___ Look up my new hometown on a map.
- ___ Ask my parents how I can help them.

KIDS' PET MOVING CHECKLIST

CAR TRAVEL:

- ___ Get my pet used to car travel by helping mom or dad take them on short car rides.
- ___ Pack a leash for my pet's safety.
- ___ Bring food and water for my pet.
- ___ Get mom or dad to stop the car during the trip so that my pet can exercise and take potty breaks.

AIR TRAVEL:

- ___ Get mom or dad to reserve a space on the airplane for my pet.
- ___ Make sure my pet can stand up, lie down and turn around in his crate.
- ___ Write "FRAGILE! LIVE ANIMAL" and "THIS SIDE UP" on the outside of the carrier. Also print your name and new address in the carrier.
- ___ Attach a new tag to my pet's collar that has my name and new address.
- ___ Feed my pet a light meal five to six hours before the flight.

MOST IMPORTANT:

- ___ Talk to the vet and write down what he says to do to get pets ready to move.

NEW SCHOOL ARRIVAL

LET THE SCHOOL KNOW:

- | | |
|---|--|
| ___ If your child has an IEP, 504 or RTI Plan | ___ OTHER SUPPORTS RECEIVED: Tutoring ___ Counseling |
| ___ Educational or behavioral concerns | ___ Other |
| ___ Specialized classes or programs (GATE, Seminar, AP) | |



STAY ON TARGET WITH YOUR SCHOOL LIAISON OFFICERS

School Liaison Officer directories are available at www.dodea.edu/partnership.

Moving to a different state?

Check out what the Interstate Compact can do for you at www.mic3.net



Follow up on...

- ___ Are you in EFMP?
- ___ Does it affect your child's education?
- ___ Do you know your School Liaison Officer, Ombudsman and Family Readiness Group/Officer?

YOUR INSTALLATION CONTACT:

www.navymwr.org



NAVY SCHOOL LIAISON OFFICERS

Connecting Military Families, Commands and K-12 Schools



NAVY REGION MID-ATLANTIC SCHOOL LIAISON OFFICERS

Did you know?

School transition and deployment support is a Navy readiness and retention issue. The Navy benefits from having Sailors who are able to focus on their duties, whether ashore or deployed.

- Navy families move their children an average of every 2.9 years.
- Children of military personnel attend up to nine different schools by graduation.
- Military families are reluctant to disrupt high school youth in their senior year.
- Deployments can impact educational outcomes of children.
- Many families decide to “separate geographically” to keep children in their current school.

Families, contact your School Liaison Officer for help with:

- Inbound/outbound school transfers
- Local schools and boundaries
- Finding the right school
- Understanding special education
- Meeting graduation requirements
- Finding military and local support services
- Home schooling support
- Preparing for college and scholarship information

Educators, contact your School Liaison Officer for help with:

- Military information and resources
- Staff development on military culture
- Partnerships in Education
- Deployment support
- Information and support on the Interstate Compact



Online Resources:

■ **Navy Before and After School Care**
www.militarychildcare.com

■ **Military Interstate Children's Compact Commission**
www.mic3.net

■ **Military One Source-Transition Information**
www.militaryonesource.com

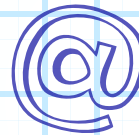
■ **School Quest**
www.schoolquest.org

■ **Department of Defense Education Activity**
www.dodea.edu

■ **Free online homework help**
www.tutor.com/military

■ **Special Education**
www.specialedconnection.com

■ **Navy Exceptional Family Member Program**
www.public.navy.mil/bupers-npc/support/efm/Pages/default.aspx



Find school information worldwide at this official source for installation and local information:
www.militaryinstallations.dod.mil



College:

■ **College Board**
www.collegeboard.org

■ **Post 9/11 GI Bill**
www.benefits.va.gov/gibill

■ **ACT**
www.actstudent.org

■ **Federal Student Aid**
<https://fafsa.ed.gov/>



Family Readiness =
Mission Readiness

Navy School Liaison Officers Provide SEVEN CORE SERVICES to Assist Families:

1. School Transition Services (PCS Cycle):

School Liaison Officers assist families with school transfers and help “level the playing field” for military children and youth.

2. Deployment Support:

School Liaison Officers connect educators with the military deployment support system to inform them about the cycles of deployment and the tools available to assist educators in working with military children.

3. Command, School & Community Communications:

School Liaison Officers serve as subject-matter experts for installation commanders on K-12 issues, helping to connect command, school and community resources.

4. Home School Linkage and Support:

School Liaison Officers assist military families by gathering and sharing information on home schooling issues, policies and legislation from local school districts, and help leverage military Child and Youth Program resources to support these families.

5. Partnerships in Education (PIE):

PIE creates a volunteer network of resources to support installation and community members who have a vested interest in the success of all youth.

6. Post-Secondary Preparations:

School Liaison Officers leverage installation and school resources to provide graduating military students with access to post-secondary information and opportunities.

7. Special Needs System Navigation:

School Liaison Officers provide information about installation and community programs and services, make referrals to the Exceptional Family Member Program, and offer assistance in navigating the administrative systems within local education agencies.