Checklist for School Moves

To ensure a smooth transition, the process should be started about 30 days before your 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

Items Needed From Your Current School:

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

School Records Needed:

___ Most recent report card
___ Withdrawal grades with schedule or progress reports
___ Test scores (standardized or special program testing, etc.)
___ Current Individual Education Plan (IEP) and/or Individual Accommodation Plan (504)
___ 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

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?

New School Arrival

Let the School Know:

___ If your child has an IEP, 504 or RTI Plan
___ Other supports received:
___ Tutoring
___ Counseling
___ Other _____
___ Educational or behavioral concerns
___ Specialized classes or programs (GATE, Seminar, AP)

Moving to a Different State?

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

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
___ Give my friends my contact information

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 my 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.



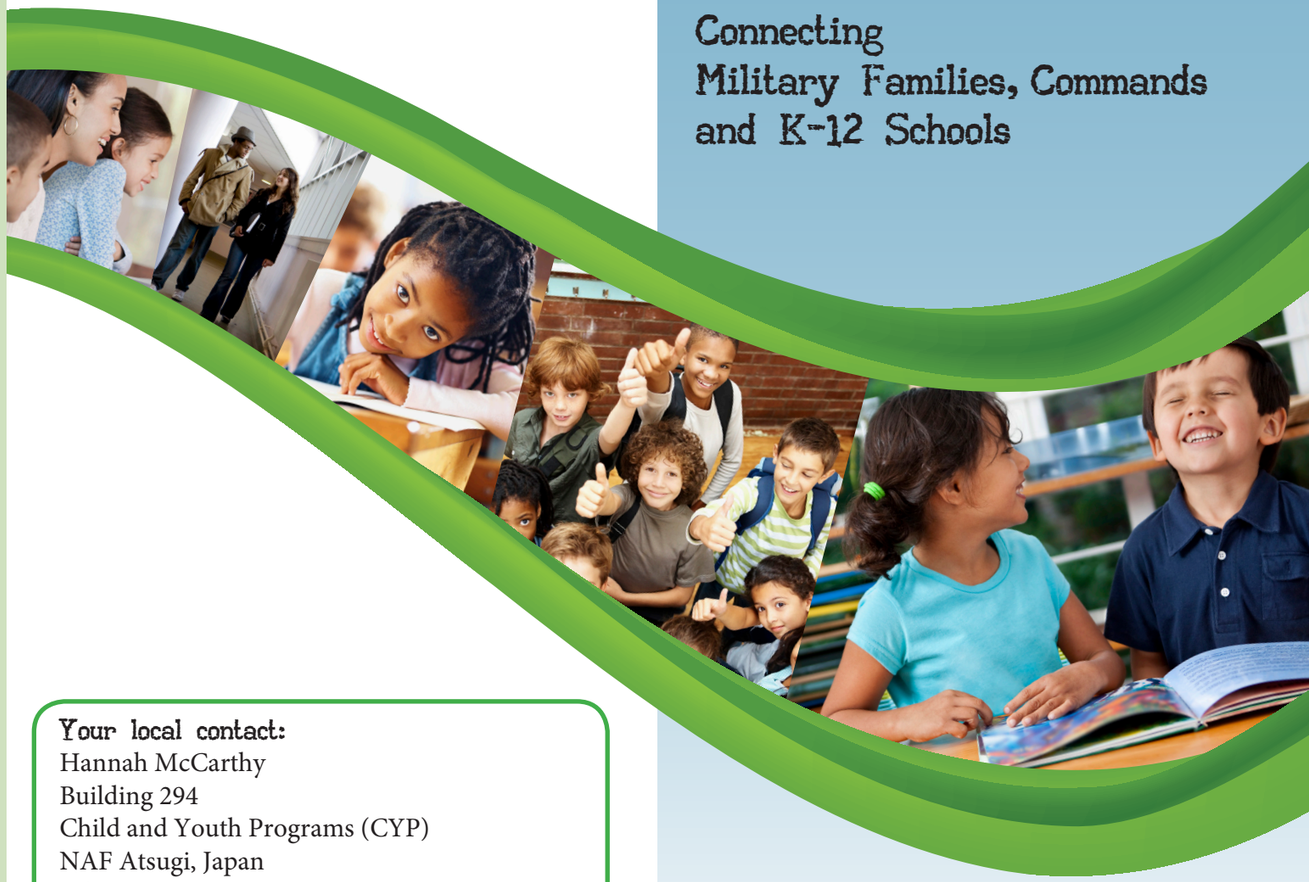
Most Important:

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



Stay on Target with Your School Liaison Officers

School Liaison Officer directories for all services are available at http://www.dodea.edu/partnership/.



Your local contact:
Hannah McCarthy
Building 294
Child and Youth Programs (CYP)
NAF Atsugi, Japan
DSN: 315-264-4732
CIV: 046-763-4732
hannah.mccarthy@fe.navy.mil

www.navymwr.org

Find us on Facebook
https://www.facebook.com/pages/Navy-SLO/144612695576942

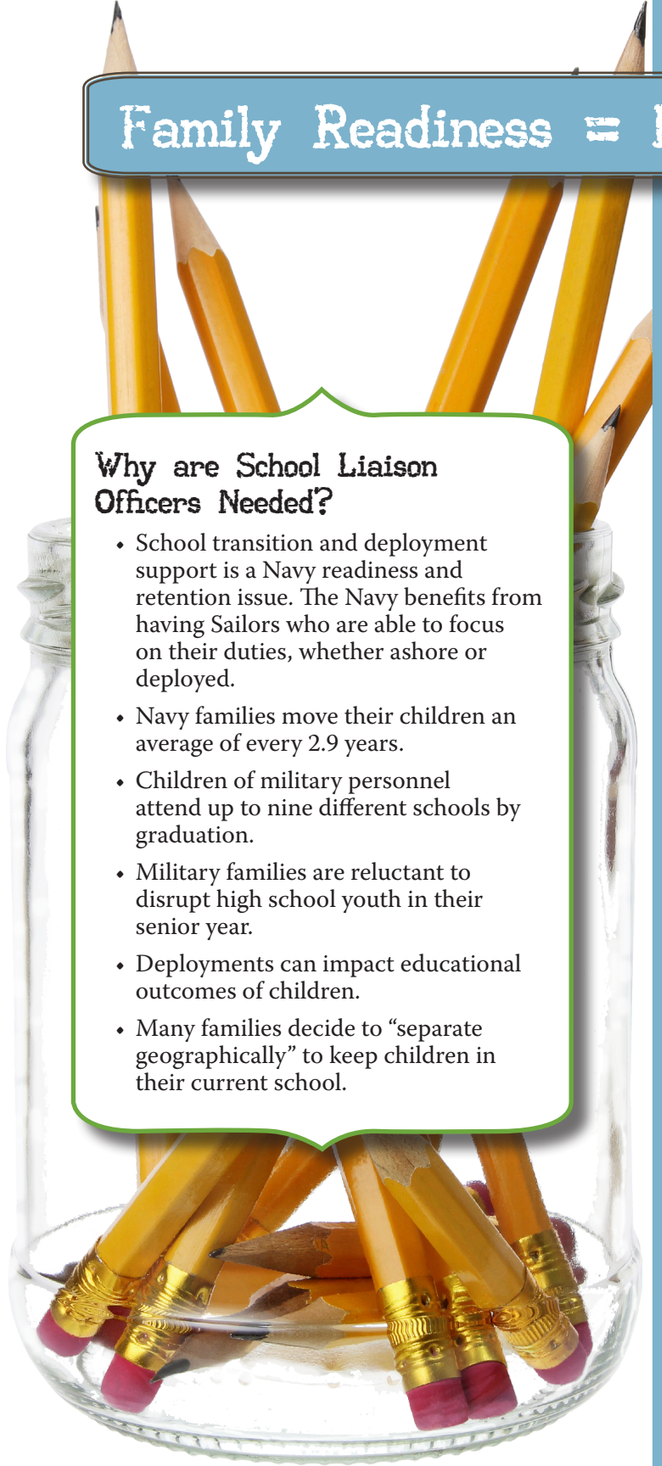
Military School Liaison Officer Program

Connecting Military Families, Commands and K-12 Schools

NAVY CYP
Child and Youth Programs

CNIC
★ FLEET ★ FIGHTER ★ FAMILY

Family Readiness = Mission Readiness



Why are School Liaison Officers Needed?

- 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 transfer
- 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 to 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.com

Military Teens on the Move
www.defenselink.mil/mtom/

Department of Defense Education Activity
www.dodea.edu

Free Online Homework Help
www.tutor.com

Special Education
www.specialedconnection.com

Federal Student Aid
https://fafsa.ed.gov/

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

College:

College Board
www.collegeboard.org

Post 9/11 GI Bill
www.gibill.va.gov/

ACT
www.actstudent.org

Find school information worldwide at this official source for installation and local information:

www.militaryinstallations.dod.mil

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 Navy deployment support system to inform them about the cycles of deployment and the tools available to assist educators in working with Navy 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 Navy families by gathering and sharing information on home schooling issues, policies and legislation from local school districts, and help leverage Navy Child and Youth Programs 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.