

DAF School Liaison Program

Moving with a Military-Connected 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 10th grade math but in the 8th 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: o Light or Water Bill o Landline Phone Bill (certain districts will accept)
 - o Property tax statement
 - Lease agreement or Buyers Contract
 - o Intent to Reside Letter (on base housing within 30 days)
 - o TLF (On base)/Fam Camp Receipt (On base schools only)
 - o 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 Program Managers please visit https://installations.militaryonesource.mil/search?program-service=12/view-by=ALL (Chrome Browser) or scan the QR code. These professionals are standing by willing to assist you with your Pre-K through 12 educational needs for your military connected student.

