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
- 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/.

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
- 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.
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

Families

- 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.

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

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

Educators

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/

Family Readiness = Mission Readiness

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://fafsad.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