NAVY CYP
SCHOOL LIAISON PROGRAM

The Bridge

NSA ANNAPOLIS
November 2026



The Winter PCS Strategy
Part 1: Departure

A mid-year PCS can be challenging, particularly during the busy winter season. Read on for tips to make it easier!

Notify the School Early
One of the best ways to support your child's transition is to notify their current school as soon as you have orders or a reliable projected departure date. Do not wait until your final week. Notify the main office, registrar, counselor, and teachers to share your anticipated last day of attendance and updated parent contact information at least 10-14 days in advance. Many schools operate with limited staff and require extra lead time during the holiday season. If you know your gaining location or receiving school, share that information as well.

Secure Your "Hand-Carry" Records
Under the Interstate Compact (MIC3), schools must provide unofficial records to help expedite enrollment and placement at your next duty station. Request a departure packet with: withdrawal grades, unofficial transcripts, IEP/504/Gifted Plans, and immunization records. Even if official records must be sent directly from one school to another, parents should keep personal copies of important documents. Having these on hand can help with enrollment and initial course placement at the new school.

Support a Smooth Academic Transition
Before departure, ask teachers about any assignments, projects, or tests that your child should complete. If moving right before semester ends, ask the principal if your high schooler can take final exams early to lock in full course credits.
Remember to return any school-issued devices, books, uniforms, and library materials. Schools can hold official transcripts until all accounts are cleared.

Prepare Your Child
A PCS is more than a records process - it is a major transition for your child. Give your child time to ask questions, say goodbye to teachers and friends, and prepare for the change. Early communication and organized records can help make a winter move smoother for the entire family.

Connect with Your School Liaison
We can connect you directly with the SL at your next duty station. This ensures you have local school profiles, enrollment requirements, and specialized program information before you arrive.

Don't forget to come back next month for Part 2, The Winter PCS: Arrival.

School Transition Checklists

Sometimes we just need everything written down for us to make sure that we don't forget anything. You can Google many different PCS moving checklists to find what works for you. School Liaisons have their own that they can share with you. Additionally, Military OneSource is a great resource for families going through a PCS. They have options to create checklists for all sorts of moves and how to make moving easier for your family.
Here is an idea of what a checklist might include:
Documents the Parent/Guardian Must Provide

- Official Military Orders
- Proof of Residency
- Certified Birth Certificate
- Social Security Number
- Immunizations and Health Records
- Legal Documents if applicable

Information Collected From Your Outbound School
Request these from your current registrar/school office prior to departure.

- Current schedule and syllabus
- Withdrawal grades
- Historical report cards and transcripts
- Standardized test scores
- Special program records (IEP, 504 Plan, Gifted/Talented, English as a second language)
- Textbook and curriculum info

Administrative Contacts and Local Details
Gather this information to smooth the landing at your new installation.

- School Liaison information
- Outbound school contact
- Special Eduation POCs (EFMP and school district)
- Extracurricular Portfolios (physicals, tryout videos, art portfolios, etc.)

Private School Application Deadlines

If you are looking into private school options for the 2027-2028 school year, many schools are currently offering open houses and fall themed events for families to get a peak at what the school offers. Applications are currently open and are typically due by January, with acceptance announcements beginning in February. Be sure to gather all required documents early to get your application in on time!
Check each school's website for their individual requirements and due dates.

AACPS Magnet Schools

AACPS Magnet School applications are currently open! These programs include Apex Arts, IB, STEM, Biomedical, and JROTC. **The window closes at noon on November 5.** The programs are hosting in-person and virtual informational webinars for those interested in hearing more. If you have questions, please contact the schools directly or check their websites.

New to the area? Maryland organizes schools by county. Anne Arundel County Public Schools are organized into clusters. To check which school your student attends, find information about bus routes, and review data about the district, click here!
Be sure to check out your individual school's webpage for their newsletters and upcoming activities.

November 2: Schools closed for elementary and middle only
November 3: All schools closed
November 23-27: All schools closed
December 8: Two hour early dismissal, no afternoon ECSA
December 24-31: All schools closed, Winter Break.

To check which school your student attends, find information about bus routes, and review data about the district, click here!

November 3: All schools and central office closed
November 25-27: All schools and central office closed
December 9: ½ Day all schools
December 24-1: All schools and central office closed, Winter Break

Youth Sponsorship

Have you ever been the new kid in school? Would you like to help other new kids? Find out about school based programs at local middle and high schools in AACPS including Annapolis, Broadneck, Severna Park, Old Mill, Meade, and more!



Contact your School Liaison at 410-293-2605 for more information about this great opportunity to become a leader and help others. If you are new to the area and would like a youth sponsor, please reach out today to get connected!

Brooke Brock, School Liaison	410-293-2605
NSAA_SL@us.navy.mil	168 Bennion Rd. Annapolis, MD 21402

See you next month!