



School Support Services

A Driving Force for Student Success

School Transition Checklist: Outbound

Before the Move

- ✓ Notify sending school of student withdrawal **as soon as you** receive orders. Request sending school to prepare school records for pick-up before PCS.
- ✓ Hand-carry during PCS:
 1. Orders
 2. school records
 3. child's immunization records
 4. child's passport and birth certificate
 5. (if applicable) legal documents pertaining to child custody
- ✓ If your child has a school lunch account, ensure any debt is paid and **close the account** by visiting the AFFES exchange customer service counter before PCSing.
- ✓ Contact your receiving school liaison officer (SLO) to obtain local school information. To view a global SLO directory, visit <https://torii.armymwr.com/programs/School-Support-Services>. If your next duty assignment is not listed, contact a SLO assigned to the state or area you will be closest to.



For more information about school transition, contact 644-4703.





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8 Tips for Outbound Parents with School-Aged Kids

1 Hand-carry these documents to ensure a smooth school transition for your child: Orders, passport, birth certificate, immunization records, and school records.

2 Thanks to the Military Interstate Children's Compact Commission (MIC3), stateside schools shall give 30 calendar days from the date of enrollment for immunizations for military-affiliated students.

3 Schools and youth/teen centers offer youth newcomer programs. They may offer a facility or school tour, inform new students of local youth activities, and may even invite them into social circles or clubs. Ask the school counselor or youth and teen center director for details.

4 The graduation of students who PCS during their junior or senior year may be jeopardized if unable, due to state policies or scheduling conflicts, to enroll in needed coursework. Thanks to MIC3, stateside schools work closely with your child to customize a graduation plan to minimize the impact of PCS so your child can graduate on time.

5 MIC3 requires stateside schools to accept unofficial or "hand-carried" education records during enrollment for military families. The receiving school shall request the student's official education records from the sending school within 10 days or a reasonably determined time.

6 The Army tracks Exceptional Family Member Program enrollments when a Soldier is considered for orders. If your family is enrolled, ensure enrollment is current. That way your Command has a clear picture of your needs and a good assessment of any concerns before your arrival.

7 Sometimes military children must move to a new place before the semester ends. A Principal may grant an early withdrawal from school with full semester credit 20 or less instructional days before the semester ends. For more information, contact your child's school.

8 Children who transition from a foreign national school may require school transcripts to be translated. Military families can receive free document translation services in more than 150 languages for school transcripts. Translations can also be certified, notarized, and accompanied by a certificate of authenticity. For details, visit Military One Source online.

※ *Don't underestimate the power of stating your needs and asking questions to navigate services at your child's school. You don't have to be an expert on the education system, but you are your child's best advocate. Your school liaison officer is also here to offer solutions if you feel stuck about your child's school transition. ■*

