



School Support Services

A Driving Force for Student Success

School Transition Checklist: Okinawa, Japan

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
- ✓ Enroll in DoD dependent school online: **dodea-registration.hosted.src-solutions.com**.
✳ *This can also be done after you arrive to Okinawa.*

After Arrival to Okinawa

- ✓ Receive housing orders to determine school zone.
If unable to receive housing while in lodging, student attends school zoned where the lodge is located.
- ✓ To solidify student enrollment, report to school with housing orders in hand, as well as the hand-carried documents #1-5 listed above.



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



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8 Tips for Inbound Parents with School-Aged Kids

- 1** Hand-carry these documents for your child: Orders, passport, birth certificate, immunization records, and school records.
- 2** DoD schools shall give 30 calendar days from the date of enrollment for immunizations. For a series of immunizations, initial immunizations must be obtained within 30 calendar days. Schools also accept medical or religious waivers.
- 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 US Department of Agriculture offers free or reduced-priced lunches at DoD schools. The window of eligibility is broad since it is based on base pay and not other allowances. Ask your school on how to apply.
- 5** 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. DoD schools work closely with your child to customize a graduation plan to minimize the impact of PCS so your child can graduate on time.

6 DoD schools shall accept unofficial or “hand-carried” education records during enrollment. The receiving school shall request the student’s official education records from the sending school within 10 days or a reasonably determined time.

7 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.

8 You can reduce your child’s anxiety about the move by talking to your child about it. Videos about Okinawa are abundant and free to access online. DoD schools and youth/teen centers keep their Facebook pages updated with photos and events you can share with your kids to get them familiar with their new community.

※ *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.* ■



For more information contact your School Liaison Officer at 644-4703.

