



## School Liaison's Checklist for School Moves



### **From the Parent/Guardian:**

- Student's Birth Certificate/Pass Port
- Student's Social Security Number
- Student's Immunization Record *\*submit within 30 days*
- Legal Documents as Needed
- Proof of Residency/Sponsor's or Military Orders *\*Traveling Overseas – Area Security Clearance/Dependent Entry Approval*
- Registration online: <https://www.dodea.edu/DORS/index.cfm>
- Civilians: Rotation Date or DEROS, SF-50/SF55; SOFA Status Letter

### **Previous Schools Information:**

- School Records/IEP/SPED *\*Sealed and Unaltered hand carrying*
- POC, Email Address, Phone Numbers, Other Contact Information
- Report cards, Progress Reports, Withdrawal Grades, Test Scores
- Copy of the Cover of Each Textbook or Title Page
- School Profile/Handbook
- School Web Page (URL)

### **School Records:**

- Copy of Cumulative Folder (Only the Copy) *\*When you get to your destination school, you will more than likely sign a Release of Official Records Form.*
- Current Schedule
- Report Cards
- Withdrawal Grades or Progress Reports
- Test Scores (Standardized or Special Program Testing, etc.)
- Special Education Records



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### **Special Programs Records as Appropriate:**

- Individual Education Plan (IEP) - ensure that all goals and accommodations are up to date and explained thoroughly
- 504 Plan - Ensure that all goals and accommodations are thoroughly explained
- Gifted/Talented Program Description - ensure that all goals and expectations are up to date
- English as a Second Language (ESL) or Bilingual Education - ensure that all testing and resource hours are provided
- At-Risk or Other Action Plans for Classroom Modifications

### **Other Documents and Examples:**

- Writing Samples and Other Work Examples that are relevant to the student's progress or current state
- Activities Records (Co/extracurricular) \*Great for grades 6 and up
- Community Service or Service Learning hours. \*Great for grades 9-12
- Other Work or Performance Example
- Academic Recognitions and Competition Participation
- Letter from the teachers that helps the next teacher understand your child/children's learning behaviors
- PCS Outbound: provide registrar with a10 days' notice for record preparation

*\*Hot Tip: If you have a student who is going to be graduating and is planning on attending college, retrieve emails addresses from current teachers in order to request letters of recommendations for college applications.*

I know it's a lot to think about, but the more information that you can provide your current and new School Liaison Officer, prior to your move, the smoother your education transition will be.

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