

## CHECKLIST FOR SCHOOL MOVES

To ensure a smooth transition, the process should be started approximately 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 agreement, mortgage document or proof of residency (1 or 2 recent utility bills)
- \_\_\_ Local emergency contact or two separate phone numbers
- \_\_\_ PCS orders, plus "page 2" for Navy (DoDEA School)

### ITEMS NEEDED FROM YOUR CURRENT SCHOOL:

- \_\_\_ Address, phone numbers, email, other contact information
- \_\_\_ Course description book/grading scale (for 6<sup>th</sup> 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
- \_\_\_ Individualized School Healthcare Plan



## 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.
- \_\_\_ Get contact information from my friends.
- \_\_\_ Look up my new hometown on a map.
- \_\_\_ Ask my parents how I can help them.

## 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 your 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.

## NEW SCHOOL ARRIVAL

### LET THE SCHOOL KNOW:

- |   |   |
|---|---|
| ___ If your child has an IEP, 504 or RTI Plan           | ___ OTHER SUPPORTS RECEIVED:<br>Tutoring ___ Counseling |
| ___ Educational or behavioral concerns                  | ___ Other   |
| ___ Specialized classes or programs (GATE, Seminar, AP) |   |

## STAY ON TARGET WITH YOUR SCHOOL LIAISON OFFICERS

School Liaison Officer directories are available at [www.dodea.edu/partnership](http://www.dodea.edu/partnership).

Moving to a different state?

Check out what the Interstate Compact can do for you at [www.mic3.net](http://www.mic3.net)

Follow up on...

- \_\_\_ Are you in EFMP?
  - Navy FFSC, Guam EFMP CDL (671) 333-2056
  - Andersen AFB EFMP Coordinator (671) 366-2853
  - Naval Hospital EFMP Coordinator (671) 344-9564
- \_\_\_ Does it affect your child's education?
- \_\_\_ Do you know your School Liaison Officer, Ombudsman and Family Readiness Group/Officer?

### YOUR INSTALLATION CONTACT:

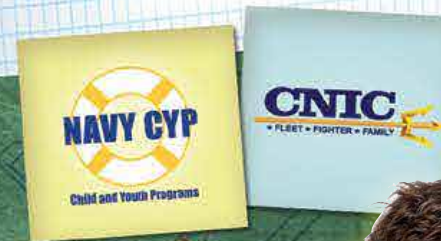
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[www.MilitaryMWRGuam.com](http://www.MilitaryMWRGuam.com)

keyword: "SLO"



# MILITARY SCHOOL LIAISON OFFICERS

Connecting Military Families, Commands and K-12 Schools





# JOINT REGION MARIANAS SCHOOL LIAISON OFFICERS

## Did you know?

School transition and deployment support is a military readiness and retention issue. The military benefits from having forces who are able to focus on their duties, whether ashore or deployed.

- Military 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 transfers
- 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 for help with:

- Military information and resources
- Staff development on military culture
- Partnerships in Education
- Deployment support
- Information and support on the Interstate Compact



## Online Resources:

- **Navy Before and After School Care**  
[www.militarychildcare.com](http://www.militarychildcare.com)
- **Military Interstate Children's Compact Commission**  
[www.mic3.net](http://www.mic3.net)
- **Military One Source-Transition Information**  
[www.militaryonesource.com](http://www.militaryonesource.com)
- **School Quest**  
[www.schoolquest.com](http://www.schoolquest.com)
- **Department of Defense Education Activity**  
[www.dodea.edu](http://www.dodea.edu)
- **Free online homework help**  
[www.tutor.com](http://www.tutor.com)
- **Special Education**  
[www.specialedconnection.com](http://www.specialedconnection.com)
- **Navy Exceptional Family Member Program**  
[www.public.navy.mil/bupers-npc/support/efm/Pages/default.aspx](http://www.public.navy.mil/bupers-npc/support/efm/Pages/default.aspx)

Find school information worldwide at this official source for installation and local information:  
[www.militaryinstallations.dod.mil](http://www.militaryinstallations.dod.mil)



## College:

- **College Board**  
[www.collegeboard.org](http://www.collegeboard.org)
- **Post 9/11 GI Bill**  
[www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)
- **ACT**  
[www.actstudent.org](http://www.actstudent.org)
- **Federal Student Aid**  
<https://fafsa.ed.gov/>



Family Readiness =  
Mission Readiness

## School Liaison Officers Provide SEVEN CORE SERVICES to Assist Families:

- 1. School Transition Services (PCS Cycle):**  
School Liaison Officers assist families with school transfers and help “level the playing field” for military children and youth.
- 2. Deployment Support:**  
School Liaison Officers connect educators with the deployment support system to inform them about the cycles of deployment and the tools available to assist educators in working with military children.
- 3. Command, School & Community Communications:**  
School Liaison Officers serve as subject-matter experts for installation commanders on K-12 issues, helping to connect command, school and community resources.
- 4. Home School Linkage and Support:**  
School Liaison Officers assist military families by gathering and sharing information on home schooling issues, policies and legislation from local school districts, and help leverage Child and Youth Program resources to support these families.
- 5. Partnerships in Education (PIE):**  
PIE creates a volunteer network of resources to support installation and community members who have a vested interest in the success of all youth.
- 6. Post-Secondary Preparations:**  
School Liaison Officers leverage installation and school resources to provide graduating military students with access to post-secondary information and opportunities.
- 7. Special Needs System Navigation:**  
School Liaison Officers provide information about installation and community programs and services, make referrals to the Exceptional Family Member Program, and offer assistance in navigating the administrative systems within local education agencies.