



Child & Youth Education Services – School Liaison

Moving with A School Age Student Checklist

As you transition, please use this checklist to ensure that you have all the required information to help make your dependent educational transfer smooth! Please **HAND CARRY** all documents while traveling.

DOCUMENTS TO GET FROM YOUR SCHOOL PRIOR TO LEAVING:

At a minimum prior to departing your current location please ensure that you read the below information & hand carry all relevant documents (Reference: Interstate Compact – MIC3). If you have any issues with your losing school obtaining records contact your current installation SLO office.

1. Provide current school your official withdrawal date – **request unofficial copies** of records to hand carry at this time.
2. Obtain an **unofficial copy** of all of your student’s records (including testing, advanced placement, IEPs, BIP, 504 plans, etc.)
3. Transcript/Record Documentation Requirements (Ensure they are clearly annotated)
 - a. State/Standardized or Special Program Testing
 - b. Advanced Placement Courses/Dual Credit
 - c. IEPs
 - d. 504 Plan
 - e. Gifted & Talented Testing/Classes
 - f. Working outside of grade level (e.g., taking 10th grade math but in the 8th grade)
4. **On the day of withdrawal** – obtain an unofficial transcript/records (listed above) **with grades closed out** as of that day - (if departing during summer break – ensure copy states passed/promoted and obtain prior to office closure)
5. Other documents to obtain or have
 - a. Report Card/Course History/Schedule
 - b. Counselor Recommendations for Placement (optional)
 - c. JROTC Records (if applicable)
 - d. Listing of Academic Recognitions/Competition Participation
 - e. Academic Grading System Overview - Weighted Grade System (e.g., Scale 5.0, 4.0, etc.)
6. If you are currently Overseas and enrolled in a DoDEA Non-DoD Schools Program (NDSP) School – please obtain a duplicate transcript from DoDEA that will transfer correctly into the American public system (DoDEA will pay for if you have not exhausted your funds)
7. Contact your School Liaison Office at your gaining installation if there are any issues during the transition

Needed for Registration at Your Gaining School (Varies Per School District)

- Student’s Birth Certificate (Kindergarten & 1st grade only)
- Student’s Social Security Number
- Student’s Health Record (Immunization, physical, etc.)
- Legal Documents (as needed; ex: custody/guardianship)
- Proof of Residency or TLA/Military Orders (signed lease/housing contract)
- Parent ID
- Previous schools records and physical address
- Two Emergency Contacts
- Other special documents if applicable (Custody Agreement, Power of Attorney, etc.)