

Checklist for School Moves

To ensure a smooth transition, the process should be started about 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

Items Needed From Your Current School:

- \_\_\_ Address, phone numbers, email, other contact information
- \_\_\_ Course description book/grading scale (for 6th 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

Follow Up On ...

- \_\_\_ Are you in EFMP?
- \_\_\_ Does it affect your child's education?
- \_\_\_ Do you know your School Liaison Officer, Ombudsman, and Family Readiness Group/Officer?

New School Arrival

Let the School Know:

- \_\_\_ If your child has an IEP, 504 or RTI Plan
- \_\_\_ Other supports received:
- \_\_\_ Tutoring
- \_\_\_ Counseling
- \_\_\_ Other \_\_\_\_\_
- \_\_\_ Educational or behavioral concerns
- \_\_\_ Specialized classes or programs (GATE, Seminar, AP)

Moving to a Different State?

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

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
- \_\_\_ Give my friends my contact information

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 my 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.



Stay on Target with Your School Liaison Officers

School Liaison Officer directories for all services are available at <http://www.dodea.edu/partnership/>.



Your local contact:

School Liaison Officer  
 Naval Support Activity Bethesda  
 8901 Wisconsin Ave Bldg 11, Rm 135  
 Bethesda, MD 20889  
 301-295-7849  
[dha.bethesda.j-11.list.navyslo-nsabethesda@mail.mil](mailto:dha.bethesda.j-11.list.navyslo-nsabethesda@mail.mil)

[www.navymwr.org](http://www.navymwr.org)



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<https://www.facebook.com/pages/Navyslo/144612695576942>



Military School Liaison Officer Program

Connecting Military Families, Commands and K-12 Schools



# Family Readiness = Mission Readiness

## Why are School Liaison Officers Needed?

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

**Military Teens on the Move**  
[www.defenselink.mil/mtom/](http://www.defenselink.mil/mtom/)

**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)

**Federal Student Aid**  
<https://fafsa.ed.gov/>

**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)

**College:**  
**College Board**  
[www.collegeboard.org](http://www.collegeboard.org)  
**Post 9/11 GI Bill**  
[www.gibill.va.gov/](http://www.gibill.va.gov/)  
**ACT**  
[www.actstudent.org](http://www.actstudent.org)

Find school information worldwide at this official source for installation and local information:

**[www.militaryinstallations.dod.mil](http://www.militaryinstallations.dod.mil)**

## Navy 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 Navy deployment support system to inform them about the cycles of deployment and the tools available to assist educators in working with Navy 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 Navy families by gathering and sharing information on home schooling issues, policies and legislation from local school districts, and help leverage Navy Child and Youth Programs 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.