



Hawk Eye Military Student School Transition Inbound/Outbound Checklist

TO DO LIST

- Contact your current school registrar and child's teacher of upcoming PCS.
- Complete withdrawal paperwork with current school.
- Request a copy of current official records/transcripts and hand carry.
- Contact your current School Liaison Officer for assistance with your transition.
- Return any equipment or library books to the school.
- Close out your lunch account.

DOCUMENTS YOU MAY NEED

- Birth Certificate/Passport
- Immunization Record
- Health Records/Sports Physical
- Legal Documents
- Sponsor's Orders
- Proof of Command Sponsorship
- Copy of Transcripts/Cumulative Folder to hand carry if needed
- Current Schedule
- Most recent report card
- Withdrawal paperwork
- Test Scores & Formal Assessments
- Most recent IEP, 504 Plan, ESL records if applicable
- Contact information for current school