

Inbound/Outbound Military Family Checklist

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<https://dses.hcs.k12.nc.us/home>

Documents You May Need

- Birth Certificate/Passport
- Immunization Record
- Health Records/Sports Physical
- Legal documents (i.e. custody papers)
- Proof of Command Sponsorship (normally just for OCONUS)
- Housing assignment letter, off post lease agreement or lodging receipt to determine school zone. (Be aware that if attending school when in a hotel, you need to attend the school zoned for the hotel.) Individual schools may be able to assist you with more information regarding your home school - be sure to ask!
- Current Schedule
- Report Card
- Withdrawal Grades / Progress Reports
- Test Scores & Formal assessments
- Up to date Individualized Education Plan (IEP), 504 Plan, ESL records etc.
- Copy of Transcripts/Cumulative Folder to hand carry
- HS Teachers' letters of recommendation
- JROTC or other activity records
- Contact information for current school

To Do List

- Notify your current school registrar and child's teacher of upcoming PCS (Minimum two weeks prior)
- Complete withdrawal paperwork with current school
- Request copy of current official records/transcripts and hand carry them with you.
- Contact your current School Liaison Officer, Pierce, Iris D NAF (US), iris.d.pierce.naf@mail.mil, for assistance with this transition & make contact with a military SLO or school counselor at your new location.
- Identify the school where your child will attend, if possible. In some locations there are multiple schools so you may have to wait until you know.
- If appropriate, register online in a DOD prior to arrival. You can register all your children with this one process. You don't need to know which exact school your child will attend but you will need to visit the school upon arrival to finalize any details - www.dodea.edu/registration-process. If registering at a civilian school follow their registration process.
- Request appointment with new school's Registrar. For additional support contact the School Liason Officer or the schools Military Family Life Counselor.
- Sign up for before/after school care, youth sports, & other activities
- Return any equipment, texts, or library books to school
- Close out your current school lunch account
- Ask the SLO about extra-curricular and sports try-out information
- Request a youth sponsor by emailing your SLO

Helpful Websites:

<https://www.militaryonesource.mil/>
[//militarykidsconnect.health.mil/](https://militarykidsconnect.health.mil/)

[https:](https://)

Adapted From:

<https://www.alphaacademyeducation/wp-content/uploads/2020/02/Military-Students.pdf>