



DAF School Liaison Program

Moving with a Military-Connected Student Checklist

As you transition, please use this checklist to ensure that you have all the required information and documents to help make your student's educational transfer smooth! Please remember to **HAND CARRY** all documents with you.

TO DO PRIOR TO LEAVING:

If you have any issues with obtaining records from your losing school, contact your current [VSFB School Liaison-Crystal Adams @ 805-865-6185/805-606-5698/30FSS.CYES.SL@spaceforce.mil](mailto:VSFB_School_Liaison-Crystal_Adams@805-865-6185/805-606-5698/30FSS.CYES.SL@spaceforce.mil)

1. Provide current school your official withdrawal date.
2. Request an **unofficial** copy of all of your records. Ask for a pick-up date, if not given.
3. Ensure records include the following documentations with clear annotations, if applicable.
 - a. State, Standardized, or Special Program Testing
 - b. Advanced Placement Courses/Dual Credit (1 or 0.5 credits)
 - c. IEP (be aware of expiration date and request a team meeting if applicable)
 - d. 504 Plan
 - e. Gifted & Talented Testing/Classes
 - f. Working outside of grade level (e.g., taking 8th grade math but in the 6th 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. Call ahead and confirm registrar or administration duty hours during breaks. Make an appointment, if possible.
5. Other documents that are good to obtain or have, if applicable
 - a. Report card or course schedule
 - b. Course history, course description, title of textbooks, or syllabus
 - c. Counselor recommendations for special placement or college admissions
 - d. JROTC records
 - e. Listing of academic recognitions or competition participation
 - f. Academic grading system overview - weighted grade system (e.g., Scale 5.0, 4.0 – this can sometime be found on the back of official transcripts or found online – important for middle and high school)
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 U.S. public school system. DoDEA will pay for this transcript translation if you have not exhausted your funds. This will be particularly important if your student is in a secondary school.
7. Contact your School Liaison at your gaining and losing installation if there are any issues during the transition.

For a listing of worldwide School Liaison Program Managers, please visit <https://installations.militaryonesource.mil/search?program-service=12/view-by=ALL> or scan the QR code to the right. These professionals are standing by willing to assist you with your Pre-K through 12 educational needs for your military connected student.





CHECKLIST FOR A SMOOTH TRANSITION:

You will need some or all the items listed and will vary greatly with each school district. Please contact your local School Liaison for local requirements and assistance.

Needed for Registration at Your New Gaining School (with Registrar)

- Student's Birth Certificate (Original Certified Copy)
- Student's Social Security Card/Number
- Student's Current Health Record (Immunization, physical, etc.)
- Legal Documents (e.g., custody/guardianship, power of attorney)
- Military Orders with student's name listed as a dependent
- Parent & Student's Military ID Card or other picture ID
- Two Local Emergency Contact's Information
- Proof of Residency – Stating Physical Address
 - Light or Water Bill
 - Landline Phone Bill (certain districts will accept)
 - Property tax statement
 - Lease agreement or Buyers Contract
 - Intent to Reside Letter (on base housing within 30 days)
 - TLF (On base)/Fam Camp Receipt (On base schools only)
 - TLF (Off base) Receipt (must register in attendance zone for hotel/living arrangements)
- Withdraw paperwork from previous school
- Proof of Wounded Warrior Status (if using for Pre-K Determination – VA Status Letter)
- Prior Losing School Information
 - Address, Phone Numbers
 - Name and Contact Information for Counselor and Registrar
 - School Web Page (URL)

Needed for Course Selection or Placement at Your New School (with Counselor or Administrator)

- School Records (see 'Prior to Leaving' section on page 1)
 - Unofficial Copy of Cumulative Folder/Transcripts (*only the copy mailed between schools is considered official*)
 - Current Schedule
 - Report Cards, Withdrawal Grades or Progress Reports
 - Test Scores (Standardized or Special Program Testing, etc.)
 - JROTC Records
- Special Programs Records (if appropriate)
 - Individual Education Plan (IEP)
 - Individual Accommodation Plan (504 plan)
 - Behavioral Intervention Plan (BIP)
 - Gifted & Talented Program Description and Information
 - English as a Second Language (ESL) or Bilingual Education
 - Functional Behavioral Assessment (FBA)
 - At-Risk or Other Action Plans for Classroom Modifications
- Other Documents and Examples
 - Writing Samples and Other Work Examples with Teacher Comments and Grades
 - Activities Records (co-extracurricular)
 - Community Service or Service Learning
 - Other Work or Performance Examples
 - Academic Recognitions and Competition Participation