

Checklist for School Moves

To ensure a smooth transition, begin gathering the following documents approximately 30 days before you plan to move.

Items Needed from the Parent/Guardian:

- ☐ Student's original/certified birth certificate
- ☐ Student's social security number/card
- ☐ Student's immunization record (yellow card)
- ☐ Legal documents, as needed (power of attorney, custody papers, etc.)
- ☐ Military housing orders, lease, rental agreement, mortgage document or proof of residency (one or two recent utility bills)
- ☐ Local emergency contact or two separate phone numbers

Items Needed from your Current School:

- ☐ Address, phone numbers, email, other contact information
- ☐ Course description documentation/grading scale (for 6th grade and above)
- ☐ School web page
- ☐ Other: _____

School Records Needed:

- ☐ Most recent report card
- ☐ Withdrawal grades with class schedule or progress reports
- ☐ Test scores (standardized or special program testing, etc.)
- ☐ Current Individual Education Plan (IEP) and/or Individual Accommodation Plan (504) plan
- ☐ 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
- ☐ Individualized School Healthcare Plan

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.
- ☐ Request a Youth Sponsor at the new installation through the Youth Center or School Liaison.

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 your 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.

New School Arrival:

LET THE SCHOOL KNOW

- ☐ If your child has an IEP, 504 or RTI Plan
- ☐ Educational or behavioral concerns
- ☐ Specialized classes or programs (GATE, Seminar, AP or IB)



OTHER SUPPORT RECEIVED:

- ☐ Tutoring
- ☐ Counseling
- ☐ Other: _____

Stay on Target with your School Liaisons



School Liaisons assist with K-12 related needs regardless of a family's proximity to a military installation. Contact the Navy School Liaison closest to you:

NAVY REGION NORTHWEST

360-396-4860

Serving Central Kitsap School District
nrrnw.sl@us.navy.mil

NAVAL BASE KITSAP

360-340-2824

nbk.sl@us.navy.mil

NAVAL STATION EVERETT

425-304-3688

nse.sl@us.navy.mil

NAVAL AIR STATION WHIDBEY ISLAND

360-257-6863

naswi.sl@us.navy.mil

Worldwide School
Liaison Directories

<https://installations.militaryonesource.mil/search?program-service=12/view-by=ALL>



MOVING TO A DIFFERENT STATE?

Check out what the Military Interstate Compact can do for you at www.mic3.net

FOLLOW UP ON...

- ☐ Is your child enrolled in EFMP?
- ☐ Does it affect your child's education?
- ☐ Check in with your School Liaison and EFMP Liaison before you move.

NAVY SCHOOL LIAISONS

Connecting Military Families,
Commands and K-12 Schools



CHILD & YOUTH
EDUCATION SERVICES



NAVY REGION NORTHWEST SCHOOL LIAISONS

Family Readiness = Mission Readiness



Did you know?

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 for Help with:

- Inbound/outbound school transfers
- Youth sponsorship
- 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 for 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
- Home School
<https://washhomeschool.org/>
- Military One Source-Transition Information
www.militaryonesource.com
- Military Kids Connect
<https://militarykidsconnect.health.mil/>
- Department of Defense Education Activity
www.dodea.edu
- Free online homework help
www.tutor.com/military
- Special Education
www.wapave.org
- Navy Exceptional Family Member Program (EFMP)
<https://community.apan.org/wg/exceptional-family-member-program/>

Visit navylifepnw.com for the latest School Liaison information.
Select the installation. The School Liaison information will be under Child & Youth drop down tab.

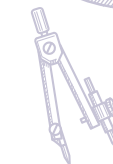


Find School Information Worldwide at this Official Source for Installation and Local Information:

www.installations.militaryonesource.mil

College:

- SAT/College Board
www.collegeboard.org
- ACT
www.actstudent.org
- GI Bill
www.va.gov/education
- Federal Student Aid
<https://studentaid.gov/>
- Washington State Colleges
<https://wsac.wa.gov/colleges-and-institutions-washington>



Navy School Liaisons Provide **SEVEN CORE SERVICES** to Assist Families:

- 1 School Transition Services (PCS Cycle):**
School Liaisons assist families with school transfers and help "level the playing field" for military children and youth.
- 2 Deployment Support:**
School Liaisons connect educators with the military deployment support system to inform them about the cycles of deployment and the tools available to assist educators in working with military children.
- 3 Command, School & Community Communications:**
School Liaisons 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 Liaisons assist military families by gathering and sharing information on home-schooling issues, policies and legislation from local school districts, and help leverage military Child and Youth Program resources to support these families.
- 5 Partnerships in Education (PIE):**
PIE creates a volunteer network of resourcesto support installation and community members who have a vested interest in the success of all youth.
- 6 Post-Secondary Preparations:**
School Liaisons leverage installation and school resources to provide graduating military students with access to post-secondary information and opportunities.
- 7 Special Needs System Navigation:**
School Liaisons provide information about installation and community programs and services, make referrals to the Exceptional Family Member Program (EFMP), and offer assistance in navigating the administrative systems within local education agencies.