

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
- ☐ Close out your lunch account
- ☐ Contact our school specifically if you would like the transcript analyzed to see if we can accept a transfer. We have an accelerated program that would depend on the course / grade level your child has before a decision can be made.

Documents You May Need

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