

SCHOOL TRANSITION CHECKLIST

From the Parent/Guardian:

- Student's Birth Certificate (Original Certified Copy)
- Student's Social Security Number
- Student's Health Record (Immunization, physical, etc.)
- Legal Documents as Needed
- Proof of Residency/Military Orders (Utility bills, lease/escrow deed, housing contract)
- Student's Military ID Card (If applicable)

School Information:

- Address, Phone Numbers, Other Contact Information
- Course Description Book/Grading Scale (If available for 6th grade and above)
- Copy of the Cover of Each Textbook of the Title Page
- School Profile/Handbook
- School Web Page (URL)

School Records:

- 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.)

Special Programs Records as Appropriate:

- Individual Education Plan (IEP) Individual Accommodation Plan (504)/Gifted Program Description
- English as a Second Language (ESL) or Bilingual Education
- At-Risk or Other Action Plans for Classroom Modifications

Become familiar with the Interstate Compact on Educational Opportunity for Military Children.

The compact provides for the uniform treatment of military children transferring between school districts and states. Transition Issues relating to Educational Records, Kindergarten and First Grade Entrance Age, Eligibility for Enrollment, Course and Educational Program Placement, Special Education Services, Placement Flexibility and Graduation.

Each state has a State Commissioner or Representative. You can also contact your Military School Liaison Officer for information on the application of the Compact.

Website for additional information: <http://www.mic3.net/>

Other Documents and Examples:

- Writing Samples and Other Work Examples
- Activities Records (Co-extracurricular)
- Community Service or Service Learning
- Other Work or Performance Examples
- Academic Recognitions and Competition Participation

Families with Special Needs:

Request a recent copy of your child's IEP and bring copies for your new school. If not already enrolled in EFMP, be sure to enroll in the EFMP program at your new duty station as soon as possible.

- Getting Priority Housing (When eligible)
- Getting Free Respite Care (When eligible)
- Obtaining Assistance with Special Education Services in Schools
- Providing Updates of Upcoming Events That Impact Students with Special Needs
- Providing Relevant Information in EFMP Newsletters
- Providing Assistance With Obtaining Medical Services.
- Connecting You With Other EFMP Families and Services
- Providing A Warm Handoff During Transitions.