

PCS Checklist

Communicating with Schools During Transition

Before you move:

- Can you register your child prior to arriving?
- What forms and documents are needed to register?
- Is it possible to register on-line?
- Will my child be able to remain in their school if registered with a temporary address?
- Do they conduct a youth sponsorship program?
- What are the requirements for special education services?
- Are there deadlines for extracurricular try-outs? (sports, theater, etc.)
- What are the immunization requirements?
- Are there specific graduation requirements?
- What is the school schedule/cycle?
- What are the beginning and ending dates for the school year?
- High School – are they on a block schedule?
- High School – compare graduations requirements of your current and new school to identify any conflicts
- Research zones for schools and bus routes

Once you arrive at your new duty station:

- What is the daily schedule?
- What are the grading periods (6wk, 9wk, 12wk, or 18wk)?
- Does the school participate in a grading system parents can access?
- What is the attendance policy?
- What are the standardized testing procedures and requirements?
- Communicate with the new school regarding any course substitutions that might be needed to meet course graduation requirements.

Other Transition Considerations:

- Let the school know of upcoming deployments or additional transitions
- Discuss concerns about transition that both your child and you might have with school personnel
- Provide the school behavioral changes they should be aware of indicating challenges with transition

School Records/Portfolio

A little preparation can save you lots of time and energy during a PCS.

Having a child's education records all in one place makes school enrollment easier for you, your child, and the school.

Your educational binder should include:

- School reports cards
- Standardized test scores
- Transcripts highlighting different curricula at different schools
- IEP/504 Plans (if applicable)
- Education Assessments
- School Contact Information

A portfolio takes the educational binder a step further and creates a living record of your child's educational progress.

An educational portfolio can also include:

- Student biographical information
- School contact information for all schools attended
- Course information, including course descriptions
- Community service information
- Extracurricular activities, including names of organizations, dates, leadership roles, and awards
- IEP/504 Plan history and special education documents (if applicable)
- Personal references
- Academic work samples from different subjects and different grades, including
 - o Writing Samples
 - o Research Papers
 - o Math Assignments/Tests
 - o Projects
 - o Speeches/Presentations