



CHECKLIST FOR SCHOOL TRANSFERS

BEFORE THE MOVE

- School Liaisons are available at duty stations worldwide to help military families with their children's school transfers. School Liaisons are familiar with local school options, enrollment and registration information, programs, and services. As soon as you get PCS orders in hand, [reach out to your School Liaison](#)
- High school transfers - and the possibility of receiving transfer OR final grades - should be discussed with a school counselor as soon as you have PCS orders
- Give your child's current school notice you will be moving. With the exception of high school students, 30 days' notice is typical. Return all school provided books, supplies, and technology

In addition to the following documents, **PROOF OF RESIDENCY** (Address) will be required for new student registration. Documentation can include utility bills, lease agreement, mortgage statement etc. For PCS families registering before arrival, or living in temporary accommodation, please check with the school/installation School Liaison on meeting residency requirements.

HAND-CARRY TO NEW SCHOOL

Original/certified birth certificate Immunization (shot) record
Name, address, phone number, and website of leaving school
Testing scores/reports: state standardized tests, end of course exams, special program testing
Social Security Card/Military Dependent ID/Military Orders (*Required for some schools*)

Academic Records:

Elementary and Middle School

Copy of most recent report card/progress report/withdrawal grades

High School (*& middle school students enrolled in high school course work*):

Transcript with course history & withdrawal grades

ADDITIONAL DOCUMENTS TO HAND-CARRY - IF APPLICABLE

Legal documents (power of attorney, custody papers, etc.)
Special program information: Individual Education Program (IEP), Individual Accommodation Plan (504), English Learner, Gifted/Talented, Individualized Health Plan, Behavior Plan, or Response to Intervention Plan (include assessments, evaluations, reports, test results, and any other applicable documentation when available)
College transcript for any credits completed at community college
Documented community service hours
Extra-curricular/co-curricular recommendations/letters of introduction



Moving with a SPECIAL NEEDS STUDENT ✓ Checklist ✓

CONTACT YOUR EFMP CASE LIAISON AND YOUR SCHOOL LIAISON:

- ☐ Check in with your EFMP Case Liaison
- ☐ Check in with your School Liaison

CURRENT SCHOOL INFORMATION TO COLLECT:

- ☐ Address, Phone/Fax Numbers and Email Addresses
- ☐ School-based Special Education Leader/Department Chairperson contact information
- ☐ Grade level School Counselor contact information
- ☐ Course Description Book/Grading Scale (if available for 6th grade and above)
- ☐ Provide school you are leaving your child's official withdrawal date

REMINDERS WHEN REGISTERING AT YOUR NEW SCHOOL:

- ★ The new school district (in consultation with the parents) must provide **comparable** services to those described in the child's IEP from the previous school district, until the new school district either:
 1. Adopts the child's IEP from the previous school district; or
 2. Develops, adopts, and implements a new IEP that meets the applicable requirements
- ★ If your student transfers with an **Expired IEP**, be aware that there may be challenges. Your student may be placed in a general education classroom if a copy of the IEP is not provided to the school at the time of registration until documentation and or eligibility can be obtained and or determined.

RECOMMEND ELECTRONIC AND HARD COPY OF THE FOLLOWING DOCUMENTS:

- ☐ Individualized Education Program (IEP)
- ☐ Gifted Individualized Education Program (GIEP)
- ☐ Evaluation and or Assessment Results/Reports
- ☐ Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP), if applicable

TIMELINES:

- ★ When you receive orders/a new duty assignment, check the Annual Review and Triennial date on the IEP. If the Annual Review date is within 30 days after you report to your new installation/base, request that the Annual Review be completed prior your PCS.
- ★ If within 6 months out from your PCS report date and, your student's Triennial/3 Year Evaluation is due, it is recommended that the process be initiated no less than 90 days prior your departure date.
- ★ As a reminder, you can contact the school about scheduling additional IEP meetings at any time. Be sure to document everything!

AGE-RELATED REMINDERS:

- ★ If your student:
 1. Turns 16 during the PCS move, a Transition Plan **MUST** be developed in conjunction with the IEP.
 2. Is turning 17, your student must be advised about their **Age of Majority Rights**.
 3. Is turning 18, your Parent Rights will transfer to your student.
- ★ If within 6 months out from your PCS report date and, your student's Triennial/3 Year Evaluation is due, it is recommended that the process be initiated no less than 90 days prior your departure date.

HOMESCHOOLED STUDENTS WITH SPECIAL NEEDS:

If you are currently homeschooling and now you are considering transitioning your student into a different educational setting, having the following documentation will assist with the transition:

- ☐ A copy of your student's previous school IEP, 504 Plan, Behavior Documentation and/or Disciplinary Record and, assessment/evaluation results/reports
- ☐ A copy of the Homeschool curriculum with course descriptions
- ☐ Evaluation Report or Student Plan (Private School)
- ☐ Report Cards/Grades (Work Samples may be useful)

