



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. School Liaisons can also assist with easing the transition by connecting them with a youth sponsor. As soon as you get PCS orders, 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.
- Familiarize yourself with the [Military Interstate Children's Compact Commission \(MIC3\)](#) which addresses key transition issues of enrollment, placement, eligibility, and graduation.

Regarding proof of residency requirements, many states have implemented a Military Child Advance Enrollment Policy whereby parents **INITIALLY** only need to provide documents such as a copy of their orders and proof of the parent/guardian's intent to move into the school district. Check with the School Liaison of your new location as soon as you have orders.

[Pennsylvania](#)- Yes- See the School-Age Children of Military Personnel section.

[New Jersey](#)- Yes

HAND CARRY TO THE NEW SCHOOL

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| <input type="checkbox"/> Original/Certified birth certificate | mailed/faxed directly between schools is considered official) |
| <input type="checkbox"/> Social security card | |
| <input type="checkbox"/> Legal documents, as needed (custody papers, power of attorney, etc.) | <input type="checkbox"/> Testing scores/reports: state standardized tests, end of course exams, special program testing |
| <input type="checkbox"/> Military orders | <input type="checkbox"/> Individual Education Plan (IEP)/Individual Accommodation Plan (504) (If applicable) |
| <input type="checkbox"/> Immunization (shot) record | <input type="checkbox"/> Gifted and Talented Program Description (If applicable) |
| <input type="checkbox"/> Proof of residency as required/available (see above) | <input type="checkbox"/> English as a Second Language (ESL) or Bilingual Education description (If applicable) |
| <input type="checkbox"/> Name, address, phone number, website, and fax number of leaving school | <input type="checkbox"/> At-Risk or other action plans for classroom modifications (If applicable) |
| <input type="checkbox"/> Copy of cumulative folder which should include a copy of the most recent report card/progress report/withdrawal grades (only the copy | |
| <input type="checkbox"/> Middle and High School (as applicable): Transcript with course history & withdrawal grades, title of textbooks and course descriptions, grading scale | |

OTHER DOCUMENTS AND EXAMPLES

- Writing samples and other work samples
- Community service or service learning
- Other work or performance examples (recordings, videos, etc.)
- Academic recognitions and competition participation