



# School Transition Check List Europe Outbound



This checklist should serve as a guide to assist you in planning your child's upcoming school transition. Not all items required in all situations. Contact your [School Liaison Officer \[SLO\]](#) for assistance: [usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-slo@mail.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-slo@mail.mil)

DOCUMENTS YOU MAY NEED	TO DO LIST
<input type="checkbox"/> Birth Certificate / Passport	<input type="checkbox"/> Notify your current school registrar and child's teacher of upcoming PCS (Minimum two weeks prior)
<input type="checkbox"/> Immunization Record	<input type="checkbox"/> Complete withdrawal paperwork
<input type="checkbox"/> Health Records/ Sports Physical	<input type="checkbox"/> Request Current Official Transcripts
<input type="checkbox"/> Legal documents (i.e. custody papers)	<input type="checkbox"/> Contact your <a href="#">School Liaison Officer (SLO)</a> for information and assistance with this transition and to put you in contact with a SLO at your new location.
<input type="checkbox"/> Sponsor's Orders ( OR Verification of Employment Letter, Contract, Personnel Action )	<input type="checkbox"/> Ask SLO about possibility of downloading new school's registration packet and forwarding to school registrar.
<input type="checkbox"/> Proof of Command Sponsorship	<input type="checkbox"/> Request appointment with new school's guidance counselor. (Especially important for HS students and students with IEPs)
<input type="checkbox"/> Copy of Transcripts/Cumulative Folder to hand carry	<input type="checkbox"/> Sign up for before/after school care, youth sports, & other activities through CYS Services. You can have registration transferred to new post! See <a href="#">Parent Central Services</a> for details!
<input type="checkbox"/> Current Schedule	<input type="checkbox"/> Ask school for work your child can do during move.
<input type="checkbox"/> Report Card	<input type="checkbox"/> Return any equipment, texts, or library books to school.
<input type="checkbox"/> Withdrawal Grades / Progress Reports	<input type="checkbox"/> Close out your school lunch account.
<input type="checkbox"/> Test Scores & Formal assessments	<input type="checkbox"/> If you are due items such as yearbooks, you may need to leave postage to cover shipping.
<input type="checkbox"/> Up to date Individualized Education Plan (IEP), 504 Plan, IFSP, ESL records as applicable	<input type="checkbox"/> Ask new SLO about extra curricular and sports try-out information.
<input type="checkbox"/> HS Teachers' letters of recommendation	<input type="checkbox"/> Request a youth sponsor, your <a href="#">SLO</a> can help!
<input type="checkbox"/> JROTC or other activity records	<input type="checkbox"/> Log onto " <a href="#">Military One Source</a> " & " <a href="#">Military Kids Connect</a> " for tips on how to make this transition easier.
<input type="checkbox"/> Housing assignment letter, off post lease agreement or lodging receipt to determine school zone. (Be aware that if attending school when in a hotel, you attend the school zoned for the hotel.) If you have a lease and plan to move out of the hotel soon, often you can register where you new home is prior to arrival there, but must provide own transportation. Ask the SLO for more information.	<input type="checkbox"/> Find out how the <a href="#">Interstate Compact on Educational Opportunity for Military Children</a> can help if need be!
<input type="checkbox"/> Contact information for current school	
<input type="checkbox"/> Contact information for two local "emergency contacts." You may need to identify someone in your new command to be emergency contacts until you make new local friends to identify.	<input type="checkbox"/> Research new location: Ask <a href="#">new SLO</a> for local information!
<input type="checkbox"/> Free or reduced lunch status documentation. Your eligibility can travel with you during current school year.	<a href="#">Great Schools.Org</a> <a href="#">Neighborhood Scout</a> <a href="#">Public School Review</a> <a href="#">Private School Review</a> <a href="#">National Center for Educational Statistics</a>