



# 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.

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 Military Youth on the Move</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. )	<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"/> Research new location: Ask <a href="#">new SLO</a> for local information! <a href="#">School Quest</a> (contains: <a href="#">State Education Resources</a> )
<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.	<a href="#">Great Schools.Org</a> <a href="#">Neighborhood Scout</a>
<input type="checkbox"/> Free or reduced lunch status documentation. Your eligibility can travel with you during current school year.	<a href="#">Public School Review</a> <a href="#">Private School Review</a>
	<a href="#">National Center for Educational Statistics</a>