

# Child & Youth Services Transition Referral Form

Please type requested information.

Sponsor:	
Preferred Email:	
Preferred Phone Numbers:	
Current Duty Station:	
New Duty Station:	Arrival Date:
Residence Location Installation Housing:	Other City/Town & County:
Preferred School District ( <i>if applicable</i> ):	
or Home School:	
or Private School:	
*Current School Liaison Officer: Email/ Phone:	
*New Duty Station School Liaison Officer: Email/Phone:	

\* To be completed by Current School Liaison Office. Listing of all military school liaison officers:  
<https://installations.militaryonesource.mil/search?program-service=12/view-by=ALL>

# Early Childhood/School Aged Dependents

Student Name	Age	Grade (current or next)	IEP/504/ Other Special Programs.	Youth Sponsor	Other Applicable Information

Once New Duty Station (receiving) SLO is identified, current SLO sends email introduction of family to receiving SLO, attaching completed transition form. Pending school information provided by family, current SLO can provide Info Paper for new Army duty station and must provide Transition Checklist. The receiving SLO should engage with the family for school transition support. If a Youth Sponsor is requested, receiving SLO is to complete an email introduction to CYS/School Youth Advisor. The Advisor initiates YS request form and process for Youth Sponsorship to include assigning a Youth Sponsor.

**Child Care:** If the family will need CYS childcare, refer them to [Militarychildcare.com](http://Militarychildcare.com) to submit a request for the care they need.