

Quick Checklist for School Moves

Parents/Guardian

- ✓ Student's Birth Certificate
- ✓ Student's Social Security Number
- ✓ Student's Health Record (Immunization, physical, etc.)
- ✓ Legal documents as needed
- ✓ Legal proof of residence/Military Orders
- ✓ Child's military ID card

School Information

- ✓ Address, phone numbers, other contact information
- ✓ Course description book/ Grading scale (if available)
- ✓ Copy of the cover of each textbook or the Title Page
- ✓ School profile/ Handbook
- ✓ School Web page (URL)
- ✓ Other:

School Records

- ✓ Copy of Cumulative folder/ Transcripts ("official" copy must be mailed between schools)
- ✓ Current schedule
- ✓ Report cards
- ✓ Withdrawal grades or Progress Reports
- ✓ Test Scores (standardized or Special Program Testing, etc.)
- ✓ Other:

Special Program Records as appropriate

- ✓ Individual Education Plan (IEP)/ Individual Accommodation Plan (504)/ Gifted Program Description
- ✓ English as a Second Language (ESL) or Bilingual Education
- ✓ At-Risk or Other Action Plans for Classroom Modifications
- ✓ Other:

Other Documents and Examples

- ✓ Writing samples and other work examples
- ✓ Activities records (co/extracurricular)
- ✓ Community Service or Service Learning
- ✓ Other work or performance examples
- ✓ Academic Recognitions and Competition Participation
- ✓ Other:

Additional Recommendations for School Transition:

3-6 months before the move

- Research the new school district
- Call your School Liaison Officer to answer any questions you may have

1-2 months before the move

- Review the “Quick Checklist for School Moves” and gather any missing documents
- Copy proof of residence or housing document that show where you will be living
- For Middle/High School students, set up a time to meet with the school counselor at the receiving school to go over transcripts
- Find out what the withdrawal process is at your child’s school and make a plan to withdraw your child from school

2 weeks before the move

- Review Checklist and make sure that all documents are as current as possible and not packed with your household goods
- Remind School of student’s last day

MOVING BEFORE THE END OF THE SCHOOL YEAR

- Make a copy of the front cover of your child’s textbooks
- Copy course outlines or topics covered
- Know what to expect with the transfer of credits (call SLO for information)
This step could reduce a lot of stress!

Tips for Easing Your Child’s Anxiety about the New School



- Become familiar with your child’s school before you child’s first day. Give your child as many details as possible about the new school and the surrounding community in order to ease the first day jitters.

- Help your child establish ways to stay in touch with friends at their previous duty station. This gives him a sense of continuity as he acclimates to the new school environment and makes new friends.
- Encourage children to talk with their teachers. Getting to know their teachers makes it easier for them to ask for help. If you have a young child, make a point of meeting the new teacher personally.
- Talk to your children about their school experiences. Encouraging you child to talk about his frustrations in her new learning environment provides her with a healthy forum for expression.
- Encourage your child to join extracurricular activities such as clubs or school organizations. This is a positive, productive way to meet people with shared interests.
- If school work is challenging, talk to your child's teacher. Children should not wait until they are overwhelmed to voice their concerns. This is a good way to model positive interaction with the teacher.
- Finally, do not hesitate to contact your local School Liaison Officer. We are ready and willing to help you with every phase of your school transition!