



# School Transition Check List Europe INBOUND



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 Records/Transcripts
<input type="checkbox"/> Legal documents (i.e. custody papers)	<input type="checkbox"/> Contact your current <b>School Liaison Officer</b> (SLO) for information & assistance with this transition and make contact with an <a href="#">Army Europe SLO</a> at your new location.
<input type="checkbox"/> Sponsor's Orders ( OR Verification of Employment Letter, Contract, Personnel Action )	<input type="checkbox"/> REGISTRATION Step ONE: Complete <a href="#">Online PRE- Registration with DoDEA</a> See <a href="#">User Guide</a> for help. This registers you to the community schools. Once you know which school your child will attend you will need to finalize registration with them.
<input type="checkbox"/> Proof of Command Sponsorship	<input type="checkbox"/> REGISTRATION STEP TWO: Register with the school. Ask SLO about possibility of downloading new school's registration packet and forwarding to school registrar to complete prior to arrival OR complete in person at the school upon arrival. Students may start the day after registration is complete.
<input type="checkbox"/> Copy of Transcripts/Cumulative Folder to hand carry	<input type="checkbox"/> Request appointment with new school's guidance counselor. (Especially important for HS students)
<input type="checkbox"/> Current Schedule	<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"/> Report Card	<input type="checkbox"/> Ask school for work your child can do during move.
<input type="checkbox"/> Withdrawal Grades / Progress Reports	<input type="checkbox"/> Return any equipment, texts, or library books to school.
<input type="checkbox"/> Test Scores & Formal assessments	<input type="checkbox"/> Close out your current school lunch account. You will set up a new lunch account with AAFES upon arrival. You can <a href="#">apply for free/reduced lunch</a> online once you registered with the school .
<input type="checkbox"/> Up to date Individualized Education Plan (IEP), 504 Plan, IFSP, ESL records as applicable	<input type="checkbox"/> If you are due items such as yearbooks, you may need to leave postage to cover shipping.
<input type="checkbox"/> HS Teachers' letters of recommendation	<input type="checkbox"/> Ask the SLO about extra curricular and sports try-out information.
<input type="checkbox"/> JROTC or other activity records	<input type="checkbox"/> Request a youth sponsor on your SLO webpage. Your <a href="#">SLO</a> can help!
<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"/> 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"/> Contact information for current school	<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 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"/> Free or reduced lunch status documentation. (if applicable) Your eligibility can travel with you during current school year.	