DEPT. OF THE AIR FORCE
School Liaison Program

MOVING WITH *Military-Connected* STUDENTS

As you transition, please utilize this checklist to ensure you have all the necessary information and documents for a smooth transfer of your student's PreK-12 education.
Remember to **hand-carry all documents with you.*

Transitions can be challenging; however, with the assistance of a **School Liaison**, military families gain access to an expert who can facilitate this journey. **Before you pack, let's chat!**

EVERY MOVE MATTERS

DID YOU KNOW?

PRE-K THROUGH 12 EDUCATION STATE MILITARY PROVISIONS

**Check with your gaining installation School Liaison for state or country specific guidance*

Advance Enrollment - Initiative that allows parents to enroll their children in public school based on military orders as opposed to traditional means of establishing residency, thus, allowing enrollment to occur before the family has moved to the new duty station.

Open Enrollment - Open enrollment is a form of K-12 public school choice that allows students to attend a different school than the one to which they are assigned based on their place of residence. Most states have one or more policies providing for varying degrees of open enrollment, but they can differ greatly across state and even district lines.

School Choice - School choice allows public education funds to follow students to the schools or services that best fit their needs — whether that's to a public school, private school, charter school, home school or any other learning environment families choose.

Military Student Identifier - This designation is used in education to identify students with active-duty parents in the U.S. Armed Forces, National Guard, or Reserves. This identification helps schools understand and address the unique academic needs and challenges these students face, allowing for targeted support.

Interstate Compact on Educational Opportunity for Military Children

www.mic3.net

STUDENTS COVERED UNDER THE COMPACT

K-12 dependents of the following:

- Active-duty members of the uniformed services, including members of the National Guard and Reserve on active-duty orders (Title 10)
- Members or veterans who are medically discharged or retired for one year
- Members who die on active duty, for a period of one year after death
- Uniformed members of the NOAA and USPHS

TRANSFER OF EDUCATION RECORDS & ENROLLMENT

- ☑ Official and Unofficial Educational Records
- ☑ Immunizations
- ☑ Kindergarten & First Grade Entrance Age

GRADUATION

- ☑ Waiver Requirements
- ☑ Exit Exams
- ☑ Transfers During Senior Year

PLACEMENT AND ATTENDANCE

- ☑ Course Placement
- ☑ Educational Program Placement
- ☑ Special Education Services
- ☑ Placement Flexibility
- ☑ Absence Related to Deployment Activities

ELIGIBILITY

- ☑ Eligibility for Enrollment
- ☑ Eligibility for Extracurricular Participation

Student Focused... Partnership Driven

Moving with a Military-Connected Student Checklist

Student: _____ Age: ____ Grade: _____

Prior to Leaving:

- [ ] Provide current school official withdrawal date
- [ ] Request an **unofficial** copy of all student records
  - Unofficial Transcripts
    - High school (HS) credits obtained during middle school must be distinctly marked as HS level on a HS transcript
  - Assessment data
  - AP Courses/Dual Credit
  - Current IEP and/or 504 Plan
  - Gifted & Talented documentation
  - Other special or behavioral documentation
- [ ] Academic, Extracurricular and Leadership
  - Report cards
  - Course schedule, description and syllabus
  - Counselor recommendations for special placement or college admissions
  - JROTC records and extracurricular activities
  - Community service or service learning
  - Academic recognitions or competition participation
  - Academic grading system overview - weighted vs non-weighted grading system

Registering at the Gaining School (Registrar)

Contact Installation School Liaison for local requirements and assistance

- [ ] Original Birth Certificate and/or Passport
- [ ] Social Security Card/Number
- [ ] Current Health Record, Immunizations
- [ ] Custody/Guardianship, Power of Attorney
- [ ] Military Orders with student listed as a dependent
- [ ] Parent & student's military ID card or other picture ID
- [ ] Local emergency contact information
- [ ] Proof of Residency (confirm accepted documents)
- [ ] Withdraw paperwork from sending school
- [ ] Proof of wounded warrior status (if applicable)
- [ ] Losing school information
  - Name, address, phone number, and website
  - Name and contact information for counselor and registrar

Notes

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Course Selection or Placement at the Gaining School (Counselor or Admin)

- [ ] Unofficial copy of school records
  - Cumulative folder/transcripts
  - Current schedule
  - Report cards, withdrawal grades or progress reports
  - Assessment scores (standardized or special programs)
  - Other academic, extracurricular and leadership documents
- [ ] Special Programs records (if applicable)
  - IEP and/or 504 Plan
  - Behavior Intervention Plan (BIP)
  - Gifted & Talented Program description and assessment
  - English Language Learner (ELL) or Bilingual education
  - Functional Behavioral Assessment (FBA)
  - At-risk or other action plans for classroom modifications

Important Dates & Deadlines

- [ ] Accelerated Withdrawal Date
- [ ] Registration
- [ ] First Day of School
- [ ] Open House/Meet the Teacher
- [ ] Try-outs
- [ ] Lottery Application Deadline

Researching PreK-12 Education Options

- Installation School Liaison webpage & social media
- District/State webpages
- State education standards
- State accountability data
- State attendance requirements
- Standardized assessment requirements

Department of Defense Education Activity (DoWEA) Non-DoW Schools Program (NDSP)

- If you are currently overseas and enrolled in a DoWEA NDSP School – it is recommended that you request a translated transcript for your student. This service can be coordinated through NDSP and is paid for by NDSP if within your yearly funding allotment.
- It is recommended that you obtain a duplicate transcript that will transfer correctly into the U.S. public school system - This will be particularly important if your student is in middle or high school.



Contact the School Liaison at your losing and gaining installation during your PreK-12 education transition

For a listing of worldwide School Liaison Program Managers, please visit https://installations.militaryonesource.mil/search?program-service=12/view-by=ALL or scan the QR code to the right. These professionals are standing by willing to assist you with your Pre-K through 12 educational needs for your military connected student

SCAN

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