

## Other Recommendations:

### 3-6 Months before the move

- Research the new school district
- Call the school liaison to answer any questions you may have about the local schools.

### 1-2 Months before the move

- Review the list and gather any missing documents
- Copy—Proof of residence or housing documents that show where you will be living
- Set up a time to meet with a school counselor at the receiving school to go over school transcripts (Contact information for key school staff)
- Find out what the withdrawal process is at the school and make a plan to withdraw your child from school.

### 2 Weeks before the move

- Review checklist and ensure that all documents are as current as possible.
  - Remind school of student's last day.

### Moving Before the end of a school year

- Make a copy of the front cover of your child's textbook
  - Copy course outlines or topics covered
- Know what to expect with the transfer of credits (Have your school liaison call the schools involved and ask them to review the transcripts before you move). This step could reduce a lot of stress !

# Natasha Zack

## Army School Liaison Officer

Torii Station  
Okinawa, Japan

Monday - Friday

7:30 a.m.—4:30 p.m.

ACS Building 236  
Room 226

Natasha.a.zack@us.army.mil

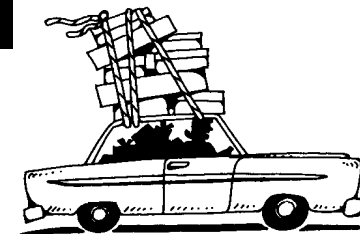
DSN: 644-4703

Cell: 080-4414-2688



The School Liaison Officer is the main point of contact between the military command and the local area schools. SLO assists with building a partnership between the schools and the military, advocating for the educational needs of military students.

## PCSING SOON?



## Do you need school information?



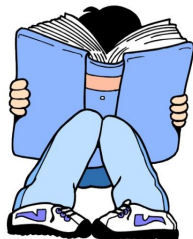
Here are some things you'll need for a smooth school transition.....

ARMY SCHOOL LIAISON SERVICES

## Student Information

### Hand Carry the following information for each child with you to your new location:

- Student's Birth Certificate
- Student's Social Security Number
- Student's Shot Records
- Legal Documents (Such as custody, guardianship paperwork)
- Proof of Residency/Military Orders



## School Records

- Copy of Cumulative Folder (Only the copy mailed between schools is considered official)
- Current Schedule
- Report Cards
- Attendance & Tardy Records
- Standardized Testing Records
- Withdrawal grades or Progress Reports
- Test Scores (Standardized or Special Program Testing, etc.)
- Activities Record (Such as co/extracurricular)
- ROTC Records (if applicable/available)
- Fees Owed (if applicable/available)
- Alternative Schools Records (if applicable/available)
- Letters of Recommendations (especially for senior students)
- Writing Samples (if available)
- At-Risk or Action Plans for classroom modifications (if available)

- Portfolios (If available)
- Accelerated Reader Points (If applicable/available)
- Service Learning Hours (If applicable/available)
- Other\_\_\_\_\_

## Other Program Records

- 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
- Community Service/Service Learning
- Other Work or Performance Examples
- Academic Recognitions
- Other\_\_\_\_\_

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