

Checklist for School Moves



From the Parent/Guardian

- Student's Birth Certificate
- Student's Social Security Number
- Student' Health record including Immunizations
- Legal Documents as needed (Guardianship, custody papers, etc)
- Proof of residency and/or Military orders

School Information

- School Address, Phone Numbers, Webpage
- Course Description Book/Grading scale
- Copy/ Photograph of the cover of each textbook or the title page
- School Profile/Handbook (especially high schools)

School Records

- Transcript/Course History
- Hand -carried Copy of Cumulative Folder (only the copy mailed between school is considered official)
- Current Schedule
- Report cards
- Withdrawal grades or Progress Reports
- Test Scores (Standardized or Special Program Testing, etc.)
- Absence and Tardy records

Special Programs Records as Appropriate

- Individual Education Plan (IEP)/Individual Accommodation Plan (504)/ Gifted Program Records
- English Language Learner's (ELL) or Bilingual Educations records and/or description
- At-Risk or Other Action or Behavior Plans for Classroom Modifications
- JROTC records

Other Documents and Examples

- Writing Samples and other Work Examples
- Activities Records (co/extracurricular)

- Community Service or Service Learning records
- Academic Recognitions and Competition Participation
- Educational Portfolio, if available
- Letters of Recognition or Connection letters from teachers

If you are going to travel OCONUS (Outside of the Continental US), it is vital that you hand carry all records, as it can take a long time to transfer student records.

Even if you are PCSing (PCS stands for Permanent Change of Station), CONUS (inside the Continental US), it is recommended that you hand carry all vital documents, especially, IEPs, 504s, progress reports etc., so that staff at the receiving school can correctly place your student.

If school staff are hesitant to give you an unofficial copy of your student's records, you can share info from the Interstate Compact on Educational Opportunity for Military Children. The website is www.mic3.net Below is a copy of the info about records transfer from the compact.

Chapter 300 - Transfer of Education Records and Enrollment

Sec 3.101 - Eligibility for Transfer and Enrollment

(a) Unofficial or "hand-carried" education records - In the event that official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records by a school in the receiving state, the school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible. In the event a state or LEA charges a fee for copies of educational records, such a fee shall not exceed the reasonable cost of reproduction.

(b) Official education records/transcripts - Simultaneous with the enrollment and conditional placement of the student, the school in the receiving state shall request the student's official education record from the school in the sending state. Upon receipt of this request, the school in the sending state will process and furnish the official education records to the school in the receiving state within ten (10) business days except for a designated school staff break including, but not limited to, spring, summer, or holiday. Records should be furnished as soon as possible following the return of staff from a school staff break; however, the time shall not exceed ten (10) days after the return of staff.

Finally, be sure to contact your School Liaison when you find out where you will be PCSing. The School Liaison can provide you with contact information for the School Liaison at your next location.

Kelley Graham

kelley.graham@us.af.mil

316-759-3326

316-652-5069

Located in the McConnell Child Development Center, Building 337