



# School Support Services

*A Driving Force for Student Success*

## Tips for Inbound Families

**Hand-carry documentation to ensure a smooth school transition for your child (ren):**

Orders  
Immunization Records  
Birth Certificate  
School records  
IEP, 504 plan, Gifted and Talented documentation, if applicable  
Contact information of previous school

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The Army tracks Exceptional Family Member Program enrollments when a Soldier is considered for orders. If your family is enrolled, ensure enrollment is current. This way, your Command has a clear picture of your needs and a good assessment of any concerns before your arrival.

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Schools and youth centers offer newcomer programs. They may offer a facility or school tour, inform new students of local youth activities. Ask the school counselors or youth center director for details.

Notify the current school registrar of upcoming PCS, allowing the registrar to prepare an unofficial copy of school records. Minimum 2 week notice.

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**Complete withdrawal paperwork with current school. Returning books, equipment, clearing lunch accounts.**

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Contact current School Liaison who can assist with contact information of gaining School Liaison to help with the transition. The gaining School Liaison can provide information on school registration, community information and getting a youth sponsor for your youth.

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