



# 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: [usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-slo@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-slo@army.mil)

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 with current school.
<input type="checkbox"/> Health Records/ Sports Physical	<input type="checkbox"/> Request copy of current official records/transcripts and hand carry.
<input type="checkbox"/> Legal documents (i.e. custody papers)	<input type="checkbox"/> Contact your current <b>School Liaison Officer (SLO)</b> for information & assistance with this transition. They will connect you with the gaining SLO.
<input type="checkbox"/> Sponsor's Orders ( OR Verification of Employment Letter, Contract, Personnel Action )	<input type="checkbox"/> Identify the school where your child will attend, if possible. In some locations there are multiple elementary/middle schools so you may have to wait until you know where you will live. The SLO can assist with this.
<input type="checkbox"/> Proof of Command Sponsorship	<input type="checkbox"/> <b>Register online</b> prior to arrival. You can register all your children with this one process. You don't need to know which exact school your child will attend to do this. You will need to visit the school upon arrival to finalize any details. For more information and eligibility details go to <a href="http://www.dodea.edu/registration-process">www.dodea.edu/registration-process</a>
<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 and special needs students) <b>Find schools here.</b>
<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 <b>Parent Central Services</b> for details!
<input type="checkbox"/> Report Card	<input type="checkbox"/> Ask school for work your child can do during move if missing school.
<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 the Exchange upon arrival. You can <b>apply for free/reduced</b> meal online once you register with the school. You will need a 10 digit Student ID#. Do NOT include housing or COLA in income. DO include Base pay and BAS.
<input type="checkbox"/> Up to date Individualized Education Plan (IEP), 504 Plan, IFSP, ESL records as applicable	<input type="checkbox"/> If due items such as yearbooks, you may need to leave postage for S/H.
<input type="checkbox"/> HS Teachers' letters of recommendation	<input type="checkbox"/> Ask the <b>SLO</b> about extra curricular and sports try-out information.
<input type="checkbox"/> JROTC or other activity records	<input type="checkbox"/> Request a youth sponsor by <b>emailing the SLO email above.</b>
<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 <b>Military Kids Connect</b> & <b>Military One Source</b> for tips on how to make this transition easier.
<input type="checkbox"/> Contact information for current school	<input type="checkbox"/> Find out how the <b>Interstate Compact on Educational Opportunity for Military Children</b> 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"/> Get PCS to Europe quick start tips at <a href="http://Europe.armymwr.com/sponsorship">Europe.armymwr.com/sponsorship</a>
<input type="checkbox"/> Free or reduced lunch status documentation. (if applicable) Your eligibility can travel with you during current school year. OR you can just <b>re-apply online</b> once you are registered here. Housing allowance is not included in total income overseas so you may qualify in Europe, when you didn't in the USA.	