



# CHECKLIST FOR SCHOOL TRANSFERS

## BEFORE THE MOVE

- School Liaisons are available at duty stations worldwide to help military families with their children's school transfers. School Liaisons are familiar with local school options, enrollment and registration information, programs, and services. As soon as you get PCS orders in hand, [reach out to your School Liaison](#)
- High school transfers - and the possibility of receiving transfer OR final grades - should be discussed with a school counselor as soon as you have PCS orders
- Give your child's current school notice you will be moving. With the exception of high school students, 30 days' notice is typical. Return all school provided books, supplies, and technology

In addition to the following documents, **PROOF OF RESIDENCY** (Address) will be required for new student registration. Documentation can include utility bills, lease agreement, mortgage statement etc. For PCS families registering before arrival, or living in temporary accommodation, please check with the school/installation School Liaison on meeting residency requirements.

## HAND-CARRY TO NEW SCHOOL

Original/certified birth certificate      Immunization (shot) record  
Name, address, phone number, and website of leaving school  
Testing scores/reports: state standardized tests, end of course exams, special program testing  
Social Security Card/Military Dependent ID/Military Orders (*Required for some schools*)

### **Academic Records:**

#### **Elementary and Middle School**

Copy of most recent report card/progress report/withdrawal grades

#### **High School** (*& middle school students enrolled in high school course work*):

Transcript with course history & withdrawal grades

## ADDITIONAL DOCUMENTS TO HAND-CARRY - IF APPLICABLE

Legal documents (power of attorney, custody papers, etc.)  
Special program information: Individual Education Program (IEP), Individual Accommodation Plan (504), English Learner, Gifted/Talented, Individualized Health Plan, Behavior Plan, or Response to Intervention Plan (include assessments, evaluations, reports, test results, and any other applicable documentation when available)  
College transcript for any credits completed at community college  
Documented community service hours  
Extra-curricular/co-curricular recommendations/letters of introduction