

Transitioning to a New School Checklist

- Contact Army Community Service, Relocation Program (SITES) for information on your gaining installation and surrounding communities.
 - Visit the web page for both the State Department of Education and local County/District School system. If going overseas, visit the DODEA homepage at www.odedodea.edu.
 - Contact the housing office at the gaining installation to determine the waiting period for on-post quarters. This may determine the school your child will attend. If you will be in temporary housing, contact your School Liaison Officer for assistance.
 - Check the new school calendar for starting and ending dates.
 - Be familiar with the process of transferring of records, school eligibility requirements (kindergarten age) and subsequent placement of the students.
 - If you have a child of high school age, get information on the gaining state's high school graduation requirements. Be familiar with the present and gaining school's grading system and weighted grades. This may affect your child's class standing/grade point average (GPA).
 - Give the losing school(s) adequate notice of withdrawal. Remember it is Army policy to in/out process with the school.
 - Hand carry all recommended school records. **DO NOT PUT THESE RECORDS IN YOUR HOUSEHOLD GOODS!!**
 - Contact the installation School Liaison Officer and school counselor for assistance.
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Transitioning a Special Needs Student Checklist

Before you leave your current duty station:

- Contact your local special education counselor/director and request assistance as to what should be done before the transition to the new school. Write or contact the special education director for the state that you are going to and request local policies.
 - Schedule an Annual, Review and Dismissal (ARD) meeting to discuss the progress your child has made since your last Individualized Education Program (IEP) review. Ask for written suggestions that may help your child and the staff at the new school.
 - Request a copy of your child's complete educational record to include a copy of the latest IEP. Hand carry all records, samples of your child's work, and other information related to your child's education.
 - Contact your local Army Community Service (ACS), Exceptional Family Member (EFMP) Program Coordinator. They can assist you with identifying resources at your new duty station.
 - Be sure to take any special equipment and refill medication prescriptions that your child may need for the next few months.
 - Contact the installation School Liaison Officer to assist with transitioning your child to the new school.
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