



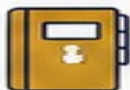
NAVY CYP SCHOOL LIAISON PROGRAM

SCHOOL TRANSITION CHECKLIST



SECTION 1: PRE-DEPARTURE PLANNING (90–60 DAYS OUT)

- 1. Notify Current School**
Notify the school of your upcoming PCS/move as early as possible.
- 2. Request Student Records**
Request an “Unofficial” copy of all student records for hand-carrying.
- 3. Verify IEP/504 Plan**
Verify IEP/504 plan status and obtain recent progress reports.
- 4. Schedule an Exit Meeting**
Meet with your School Liaison Officer and school counselor to discuss your child’s transition.
- 5. Return School Property**
Return all school property (books, technology, uniforms, etc.).



SECTION 2: THE ESSENTIALS HAND-CARRY BINDER (DO NOT PACK)

- Certified Birth Certificate
- Proof of Dependency (DEERS enrollment, Military ID)
- Immunization Records (complete and up-to-date)
- Most Recent Report Card and Transcripts
- Standardized Test Results (State and National)
- Course Descriptions (especially for high school electives)
- IEP/504 Plan and Evaluations (if applicable)
- Discipline Records (if applicable)
- Awards, Certificates, and Special Recognition (if applicable)
- Extra-curricular Activities List





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SECTION 3: ARRIVAL & ENROLLMENT (30 DAYS IN)

- 1. Contact the New School Liaison Officer**
Your first point of contact for school enrollment assistance and local information.
- 2. Enroll Your Student**
Register your student as soon as possible.
- 3. Provide Records**
Provide all hand-carried documents to the new school.
- 4. Review Placement**
Review courses, credits, and placement with the school counselor.
- 5. Update IEP/504 Plan**
Schedule a meeting to review or establish IEP/504 plan services.
- 6. Get Involved**
Learn about school activities, volunteer opportunities, and connect with other military families.



SECTION 4: SUPPORT & RESOURCES

- Navy CYP School Liaison Officers are here to help!
We connect Navy families with schools and communities to support student success.
- We can assist you with:
 - School enrollment and placement
 - Understanding school policies
 - Special education support
 - Local education resources
 - Transition support for PCS moves
- Need help? Contact your local School Liaison Officer or visit www.navymwr.org/school-liaison for resources.

★ **WE MOVE TOGETHER.** ★
WE SUCCEED TOGETHER.



Contact your NSA Hampton Roads School Liaison @
nsahr-nwa-school liaison@us.navy.mil