

School-Age Relocation Checklist

Below are suggestions for making an effective transition to a new school district. A general suggestion is to write down the time, date, and person to whom you spoke, as well as some brief notes whenever you talk with someone regarding your child's transition. A printable worksheet is available at the Directory.

- _____ Review new location at MilitaryHOMEFRONT's *Military Installations* page.
- _____ Notify current teacher that you will be leaving and where you will be going;
- _____ Prepare a 3-ring binder or other type of notebook to hold school records and other information;
- _____ Get copies of
 - _____ Most recent transcripts and grade reports;
 - _____ Most recent special education eligibility reports;
 - _____ Current and past individual education programs (IEP), including quarterly progress reports;
 - _____ Special Education assessment reports, including:
 - _____ School psychology;
 - _____ Occupational or physical therapy;
 - _____ Speech-language pathology;
 - _____ Other reports contained in special education file.
 - _____ Medical reports;
 - _____ If applicable, reports from service providers not connected to school, such as a private therapist;
 - _____ Inoculation records to ensure your child can be enrolled on arrival;
 - _____ Prescriptions for medications and dosages.
- _____ Ask classroom and/or special education teacher to write a brief program summary narrative to share with the staff at your child's new school, including books or materials that were effective. A convenient form is available at the Directory.
- _____ Record current teacher's name and contact information;
- _____ Use the Directory to identify the district(s) that serve your new location;
- _____ Contact the special education director in the new school district. Use the list of sample questions provided in the Directory.
- _____ Give current school the contact information (phone, e-mail) for the new school district;
- _____ Contact the EFMP Family Support staff at your new installation. A list of sample questions is provided in the Directory.
- _____ If moving during summer, contact your new school district at least 2 weeks before you arrive;
- _____ Review your educational rights under IDEA.

Notes: