PCS Checklist

Communicating with Schools During Transition

Before you move:

- ☐ Can you register your child prior to arriving?
- ☐ What forms and documents are needed to register?
- ☐ Is it possible to register on-line?
- ☐ Will my child be able to remain in their school if registered with a temporary address?
- ☐ Do they conduct a youth sponsorship program?
- ☐ What are the requirements for special education services?
- ☐ Are there deadlines for extracurricular try-outs? (sports, theater, etc.)
- ☐ What are the immunization requirements?
- ☐ Are there specific graduation requirements?
- ☐ What is the school schedule/cycle?
- ☐ What are the beginning and ending dates for the school year?
- ☐ High School – are they on a block schedule?
- ☐ High School – compare graduations requirements of your current and new school to identify any conflicts
- ☐ Research zones for schools and bus routes

Once you arrive at your new duty station:

- ☐ What is the daily schedule?
- ☐ What are the grading periods (6wk, 9wk, 12wk, or 18wk)?
- ☐ Does the school participate in a grading system parents can access?
- ☐ What is the attendance policy?
- ☐ What are the standardized testing procedures and requirements?
- ☐ Communicate with the new school regarding any course substitutions that might be needed to meet course graduation requirements.

Other Transition Considerations:

- ☐ Let the school know of upcoming deployments or additional transitions
- ☐ Discuss concerns about transition that both your child and you might have with school personnel
- ☐ Provide the school behavioral changes they should be aware of indicating challenges with transition

School Records/Portfolio

A little preparation can save you lots of time and energy during a PCS.
Having a child's education records all in one place makes school enrollment easier for you, your child, and the school.

Your educational binder should include:

☐ School reports cards

☐ Standardized test scores

☐ Transcripts highlighting different curricula at different schools

☐ IEP/504 Plans (if applicable)

☐ Education Assessments

☐ School Contact Information

A portfolio takes the educational binder a step further and creates a living record of your child's educational progress.

An educational portfolio can also include:

☐ Student biographical information

☐ School contact information for all schools attended

☐ Course information, including course descriptions

☐ Community service information

☐ Extracurricular activities, including names of organizations, dates, leadership roles, and awards

☐ IEP/504 Plan history and special education documents (if applicable)

☐ Personal references

☐ Academic work samples from different subjects and different grades, including

    o Writing Samples

    o Research Papers

    o Math Assignments/Tests

    o Projects

    o Speeches/Presentations