School Transfer Checklist

Records, enrollment and a smooth first day

Help your kids land well at a new school. Fill out one checklist per child and keep it with their school records in your hand-carry folder.

Student: _____ Grade (fall): _____

Current school: _____ New school: _____

School Liaison Officer: _____ Start date: _____

Before you leave

Records to request

- [ ] Unofficial transcript or report cards
- [ ] Withdrawal form and grades-in-progress
- [ ] Shot records and any health forms
- [ ] Standardized test scores
- [ ] IEP, 504 plan and latest evaluations
- [ ] Gifted, advanced or special program paperwork
- [ ] Work samples and teacher contacts

Steps to take

- [ ] Talk with your child about the move early and often
- [ ] Contact the gaining School Liaison Officer
- [ ] Check school zoning before you choose housing
- [ ] Ask the gaining school what enrollment requires
- [ ] Learn your rights under the Military Interstate Children's Compact (MIC3)
- [ ] Get a sports physical if your child plays sports
- [ ] Plan a goodbye with teachers and friends

After you arrive

- [ ] Enroll with orders, proof of address, birth certificate and records
- [ ] Share the IEP/504; ask for a meeting in the first weeks
- [ ] Ask about placement in the same classes and programs
- [ ] Ask about tryout or eligibility waivers for sports and clubs
- [ ] Tour the school and meet the counselor
- [ ] Ask about a student ambassador or new-student group
- [ ] Sign up for the school's parent portal and newsletters
- [ ] Check in with your child after the first week, then the first month

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High school students

Credits & graduation

- [ ] Request a transcript showing credits earned and in progress
- [ ] Save course descriptions or syllabi for credits that may not match
- [ ] Compare your credits with the new state's graduation requirements
- [ ] Ask how partial-year credits and semester grades will transfer
- [ ] Ask about state-required courses (state history, health, PE)
- [ ] Ask about exit exams; MIC3 lets schools accept tests already taken or waive them
- [ ] Moving senior year? Ask both schools about earning a diploma from the old school

Placement & college prep

- [ ] Confirm placement in honors, AP, IB or dual-enrollment classes
- [ ] Ask how the new school weights grades and figures GPA and class rank
- [ ] Bring a list of activities, awards, volunteer hours and JROTC records
- [ ] Ask a current teacher or counselor for a college recommendation letter now
- [ ] Student athletes: check NCAA eligibility and state transfer rules
- [ ] Check SAT/ACT test dates and sites near the new home
- [ ] Ask about in-state tuition for military families in your new state

Contacts

Role	Name	Phone / email	Notes
School Liaison Officer			
Registrar			
Counselor			
Teacher			
Special education			

Notes

Pro tip: Ask for the official transcript to be sent school to school, and hand-carry the unofficial copy so your child can enroll and be placed right away.

Keep going with PCS Like A Pro

Find more printables and step-by-step help at **pcslikeapro.org**, starting with the **School** page. Want your whole move in one place? The **Command Center** binder walks you from orders to keys.

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