

Checklist for Changing Schools

Ft. Belvoir School Liaison office 703-805-9119



Hand carry the following information for each child:

- Birth certificate
- Child's military ID card
- Report cards
- IEPs for students with special needs
- Social security number
- Immunization records
- Copy of school transcript
- School/sports physical
- School catalogue – or course descriptions
- Teacher evaluations of courses

Parents/Students Leaving a School District

- Notify the school at least 2 weeks before you will be leaving
- Ask for a copy of transcript
- Sign a request to have official copy of transcripts sent to new school
- IEP yearend review and copy for students with special needs-contact
- Find the latest date your child can check out of school and receive full credit
- Ask if child can work on independent studies to complete a credit
- Ask if child can complete credits after he/she has left school district
- Ask if school district can provide class work to allow student to finish a class at his/her new school and earn credit at the previous school
- Request work that your child can do to keep current during a transfer

Arriving at a new school district

- Check the school website for summer assignments
- Visit the installation school liaison webpage for school information
- Visit the website for the attending school
- Download the school calendars and registration guidelines (find out if school allows you to register from afar, on-line or in person with permanent address).
- Print off and fill out registration forms. Some schools allow on line registrations, some schools require proof of residency and an apt. with the office
- What can you take care of prior to arriving at your new school? Physical exams [including sports physicals] but print off the forms from the website.