



Checklist for Transferring Schools

This checklist will help as you transfer your children from one school to another. Taking these suggested steps may help expedite the enrollment process at the new school.

CURRENT SCHOOL
<ol style="list-style-type: none">1. Notify school as soon as you have received an estimated departure date2. Complete request for transfer of school records3. Complete Official Withdrawal process4. Follow proper withdrawal procedures of school:<ol style="list-style-type: none">a. Clear all financial obligationsb. Return all books (library and textbooks)c. Return extra-curricular equipment5. Obtain copy of Student Release/Clearance Form
PARENTS/GUARDIAN
<p>Hand carry this information for each child with you to your new location:</p> <ul style="list-style-type: none">— Birth Certificate or Passport— Social Security Number— Health Records (Immunization Records, TB, Physical Exam)— Legal Documents: Notarized Custody or Guardianship (If applicable)— Proof of Residency (Military Orders, rental/lease agreement, housing contract, or TLF receipt)
EDUCATIONAL RECORDS
<ul style="list-style-type: none">— Unofficial copy of cumulative folder (<i>Official records are those mailed directly from school to school</i>)— Report Card and or Transcripts (most recent unofficial copy w/grading system & class rank)— Current class schedule/course description/class syllabi w/grading scale— Standardized testing records/academic and achievement test scores (if applicable)— Writing samples/other work examples— Activities record (Academic, Athletic, Band, Cheer, ROTC, etc.)
CONFIDENTIAL/SPECIAL PROGRAMS RECORDS
<p>If applicable, hand carry this information for each child with you:</p> <ul style="list-style-type: none">— Individualized Education Plan (IEP)— Individual Accommodation Plan (504)— At-Risk or Other Action Plans for Classroom Modifications— English Language Learners (ELL) or Bilingual Education— Gifted and Talented Program Descriptions
OTHER RECOMMENDED DOCUMENTS AND EXAMPLES (IF APPLICABLE):
<ul style="list-style-type: none">— Accelerated Reader Points— Letters of Recommendation— Service Learning/Community Service Hours— Academic / Athletic Participation and Recognitions

Suggested Timeline for Transferring Students

Hand carry all personal records information with you to your new location. This step could reduce a lot of stress!

3 - 2 MONTHS BEFORE PCS MOVE

- Inquire about the withdrawal process at the current school and confirm time table for Official Records Request
- Contact your School Liaison Officer for referral to the SLO at your new installation
- Make an appointment with your local clinic or pediatrician to update your child's shot records to include a current TB Test and Physical Examination (both must be within 1 year at the time of registration in Hawaii Public Schools)

2 - 1 MONTHS BEFORE PCS MOVE

- Remind current school of student's last day
- Complete Official Records Request
- Set aside School Records and other personal documents, i. e., birth certificate to be hand carried and not packed up with your household goods

2 WEEKS BEFORE MOVE

- Finalize details with sending school
- Record the address, phone number and web address of current school
- Clear all obligations:
 - Pay all fees
 - Return all books (library and textbooks)
 - Return extra-curricular equipment



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