

PCS School Transition Checklist for Military-Connected Students

Please note that this checklist is not exhaustive, and your child's new school may require additional documents or steps during the PCS process.

The AFA School Liaison Officer is Megan Garland Evelo. If you have any problems at your new duty station and need assistance, you should feel free to reach out to her for help. You can reach her at megan.garland-evelo@us.af.mil 719-337-6790.

Before Leaving Eagleview - Documents to Collect

Found on the Eagleview school website:

- Course descriptions (ask Social Studies and Math teachers for what's been covered if moving mid-year and you have concerns about placement or transferring credits)
- Coach/club sponsor contact info

From Teachers:

- Gifted/Talented identification markers - ALP page 1 - packet from Mrs. Busler - Elizabeth.Busler@asd20.org
- Copies of work samples in all core subjects (only needed if seeking advanced level classes or need IEP process started)
- Proof of participation in leadership roles (NJHS, band chair placement, etc.) - ask club leader
- Teacher recommendations (if needed for advanced classes or special programs)

From Your Doctor:

- Immunization records
- Sports physicals

From the School Nurse:

- Medication forms/health plans (if applicable)

Items to Bring and Action Items for Your New School

- Records: behavior/discipline history, 504 Plan/IEP (if applicable), Gifted/Talented ID markers (if applicable), attendance, assessments, immunizations, report card, transcripts (sealed by registrar and unopened - can be hand-carried or digitally sent)
- Copy of completed withdrawal form
- Copy of PCS orders
- Proof of Residency (orders often substitute during PCS; note the Military Interstate Compact)
- Custody documentation (if applicable)
- Birth Certificate
- Any transition concerns written down to share with counselor
- Find contact information for the School Liaison Officer (SLO) and Military & Family Life Counselor (MFLC) at your new duty station
- Schedule meeting with the counselor to review transcripts and placements
- Ask about course requests/availability for new school
- Get login info for parent and student portals
- Encourage your student to explore clubs, sports, and activities
- Connect with the school's Military Family point of contact of Student Ambassador program
- Email new teachers to tell them a little about your student! This isn't required but helps for a smoother transition to your new school.