

Always hand carry the following information for your child when you move:

- Birth Certificate
- Social Security Number
- Immunization (shot) record
- Report cards and/or name and address of last school
- Proof of address
- Optional: copy of school records or transcripts
- IEP's, 504 plans for students w/ special needs. Gifted & Talented and/or ESL documents and program descriptions

Resources:

Military Impacted Schools Association

COMPLIMENTS OF:
**Fort Carson
Child Youth & School
Services
School Support Services
Building 1518
Prussman Blvd.
Fort Carson, CO 80913
719-526-9987 or 526-1101**

Web site:

<http://www.mwrfortcarson.com/#!/school-info/c1wms>

**School
In & Out
Processing
Checklist**



Connecting Families, Schools & Communities



“A driving force for student success.”

We go the extra mile to serve the families and children of those who proudly serve our country!

Leaving a School District:

- Notify the school at least **2 WEEKS** before leaving
- Ask for a **COPY** of your child's transcript/record (official will be mailed)
- Sign a request to have official school records sent to the new school
- Ask for a copy of IEP/504 Plans for students with special needs
- Find out the latest date your child can check out of school and receive full credit/grades
- Ask if courses/credits can be completed by alternative means
- Ask if child can complete course/credits after he/she has left the 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



**U.S. Army Child, Youth
& School Services**

Entering a New School:

Before arriving at your new duty station:

- Contact the Installation School Liaison Officer for information about the new school/school district
- Check internet to see if the school district has a website
- Ask for a copy of the school calendar
- Check to see if you can pre-register your child prior to arriving
- Ask the school district what they do if you arrive at your new assignment and do not have a permanent address
- Ask what documents/immunizations are required for registration

Specific questions to ask about the schools:

- What are the district's test scores?
- What is the average class size?
- Do you offer talented/gifted and/or remedial programs?
- Do you offer a comprehensive special education program?
- Do you have counselors for all grade levels?
- Do you offer summer school programs?
- What is the criteria for summer school participation?
- Is transportation available and what are the guidelines?

Elementary

- What is the entrance age and birthday cut-off for kindergarten?
- Do you offer full-day kindergarten?
- Is there a fee for full-day kindergarten?

Middle School

- Do you follow a traditional middle school philosophy or use team teaching?
- Do you have a transition assistance program to assist new students?
- What sports do you offer?
- Can all grade levels participate in sports?
- What other extra curricular activities are available?

High School

- Is the school on block or traditional schedule?
- What is the grading scale (4.0 or higher)?
- What are the graduation credit requirements?
- Do you offer ROTC, AP, IB, vocational education and/or college prep programs?
- What is the policy on a new student becoming valedictorian/salutatorian?
- How does a child participate in an extracurricular program that holds try-outs/ auditions before they arrive?
- Do you provide any test preparation programs for ACT/SAT?