

School Transitions during COVID-19: A Toolkit for Military-Connected Families

## Student Transition Checklist

### The Need

Withdrawal and enrollment practices vary widely between schools. Lack of clarity about the process and what is required can burden families as they try to complete the process properly. Complicating things further, typical requirements for enrollment are still being adapted due to the COVID-19 pandemic.

### Tool Description

This checklist organizes the information families should have available and the actions they can take to ease their child's transition into a new school.

Another version of this tool, the school staff-facing Withdrawal/Enrollment Checklist, was originally developed by MCEC, CPRL, and administrators as part of the Mitigating the Impact of School Mobility Toolkit. It has been revised to support families directly to initiate their own introductions to new schools during the COVID-19 pandemic.

# Student Transition Checklist

Document/Action	☐	Notes
<b>General Student Portfolio Documents</b>		
Confirmation from your current school that the student has been withdrawn		Save a copy of the correspondence.
Official copy of birth certificate, immunization records, proof of residency, <b>and proof of military orders</b>		Collect this documentation before you move if at all possible.
Contact information for counselor, registrar, and any important teachers or administrators		Obtain summer or vacation contacts if possible and confirm contact names and information in case of changes during remote learning.
Official/unofficial transcripts		Request copies of transcripts from current schools and gather any transcripts you received from previous schools.  Note that copies may be electronic and delays likely given the impact of the COVID-19 pandemic.
Report card and mid-semester progress reports		Gather recent progress reports that can provide more detail to help with placement.
Most recent Individual Education Plan (IEP) or 504 Plan, when relevant		Collect and organize as much documentation as possible about your student's services, including any adaptations during remote learning; confirm contact information for student's IEP or special needs coordinator at sending school.
List of extracurricular activities		
Extra-curricular recommendations		Collect letters of recommendation or evidence of previous participation for try-out based extracurricular activities, such as sports, band/orchestra, and debate teams.
Counseling case notes		Ask your child's counselors to provide case notes and/or recommendations for support.
Gifted and Talented assessments and other relevant placement information for special programs		Save a copy of the correspondence.

Document/Action	□	Notes
<b>School Withdrawal Documents - in the context of COVID-19</b>		
Document sending school's distance learning policies and practices		Make and save copies of any announcements reflecting the school's promotion, grading, and testing policies during the pandemic.
Course description lists/syllabi		Locate your school's Course Description Guides (CDGs) (probably available online) and, if possible, the course syllabi for your child's recent classes, which can be a reference for your receiving school. Make note of any changes made during remote learning.
State or district standardized testing, AP tests, other standardized tests summaries		Keep score sheets for both practice and official tests from past years, including previous end of year assessments. This is particularly important since all 50 states and Washington, D.C. requested federal waivers and cancelled end of year state-run tests.
Portfolio of student work		Save work samples that represent the typical work level of your student in each subject.
Reference sheet for college letters of recommendation (high school students only)		Keep a list of teachers, administrators, and coaches who could serve as a reference for students applying to college.
<b>School Enrollment Documents - in the context of COVID-19</b>		
Obtain and review enrollment requirements and checklist		Most of these documents will be available on the school's website. Make and keep a list of teachers and other administrative staff that may be able to answer questions as you transition.
Become familiar with MIC3 Compact		Get started with these resources. [See Toolkit link]
Review and clarify proof of residency requirements for your receiving school		Many of these requirements may have changed due to the COVID-19 pandemic. Be sure to check with school personnel to identify the most up-to-date requirements.
Meet with your new school counselor and principal at time of or shortly after enrollment to establish relationship and begin resolving any special issues		This may be a virtual call so be prepared to navigate the technology. Ask for a 'video on' call so that the meeting can be as close to in-person as possible.
Closely review your child's initial class placements and make sure you know how to contact the counselor or other personnel with questions or concerns		If you think your child may have received an incorrect placement, do not wait and see – raise this right away! Often the best time to get this corrected is in advance of the school year or before coursework gets substantially underway. Waiting can create or exacerbate gaps that will make changes harder or not possible.