



# Successful Student PCS Guidance

RAF Lakenheath/RAF Mildenhall School Liaison Office  
Airmen and Family Readiness Center, RAF Lakenheath, Bldg 950  
DSN: 226-5077/5078 Email: 48MSG.CCL.SLO@us.af.mil

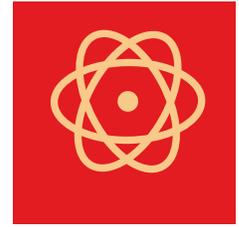
FB: <https://www.facebook.com/RafLakenheathMildenhallSchoolLiaisonOffice/>



Create and maintain a comprehensive education portfolio with important school information & personal identification documents to carry with you to your next duty station. Use this checklist begin organizing!

DOCUMENTS YOU MAY NEED
<input type="checkbox"/> Birth Certificate / Passport
<input type="checkbox"/> Immunization Record
<input type="checkbox"/> Health Records/ Sports Physical
<input type="checkbox"/> Legal documents (i.e. custody papers)
<input type="checkbox"/> Sponsor's Orders ( OR Verification of Employment Letter, Con- tract, Personnel Action )
<input type="checkbox"/> Proof of Command Sponsorship
<input type="checkbox"/> Copy of Transcripts/Cumulative Folder to hand carry
<input type="checkbox"/> Current Schedule
<input type="checkbox"/> Report Card
<input type="checkbox"/> Withdrawal Grades / Progress Reports
<input type="checkbox"/> Test Scores & Formal assessments
<input type="checkbox"/> Up-to-date Individualized Education Plan (IEP), 504 Plan, IFSP, ESL records as applicable
<input type="checkbox"/> HS Teachers' letters of recommendation or contact information
<input type="checkbox"/> JROTC or other activity records
<input type="checkbox"/> Housing assignment letter, off base lease agreement or lodging receipt to determine school zone. <i>(Be aware that if attending school when in a hotel or TLF, you most likely attend the school zoned for the hotel.) If you have a lease and plan to move out of the hotel soon, you can often register where you new home is prior to moving in there, but must provide own transportation. Ask the NEW SLO if this is an option at your new location.</i>
<input type="checkbox"/> Contact information for current school to include address and Phone numbers
<input type="checkbox"/> Contact information for two local "emergency contacts." <i>You may need to identify someone in your new command to be emergency contacts until you make new local friends to identify</i>
<input type="checkbox"/> Free or reduced lunch status documentation. <i>Your eligibility can travel with you during current school year</i>

TO DO LIST
<input type="checkbox"/> Notify your current school registrar and child's teacher of upcoming PCS (Minimum two weeks prior) No need to wait for official orders
<input type="checkbox"/> Complete withdrawal paperwork
<input type="checkbox"/> <b>DoDEA grades 6th-12th, PCS'ing Nov/Dec or Apr/May-- to receive semester credit, contact current school registrar to discuss "Accelerated Withdrawal Dates"</b>
<input type="checkbox"/> Request Current Official Transcripts
<input type="checkbox"/> Request School Profile (ask counselor & registrar)
<input type="checkbox"/> Ask school for work your child can do during move
<input type="checkbox"/> Return any equipment, texts, or library books to school
<input type="checkbox"/> Please clear student lunch accounts through AAFES Customer Service BX or School Cafeteria. Please consider adding funds to cover all meals up to the final check out date
<input type="checkbox"/> If you are due items such as yearbooks, you may need to leave postage to cover shipping
<input type="checkbox"/> <b>UK Schools:</b> Contact school for formal disenrollment process!
<b>Take photos of Textbooks Table of Contents, writing sample, and other work samples MIGHT aid placement</b>
<input type="checkbox"/> Contact your <a href="#">School Liaison Officer (SLO)</a> for information and assistance with this transition and to put you in contact with a SLO at your new location
<b>Ask your NEW SLO:</b>
<input type="checkbox"/> About extra-curricular activities and sports try-out information
<input type="checkbox"/> Request a youth sponsor, your NEW <a href="#">SLO</a> can help!
<input type="checkbox"/> Get you in contact with new school registrar
<b>Ask registrar for an appointment with new school's guidance counselor. (Especially important for HS students and students with IEPs)</b>
<input type="checkbox"/> Research new location: Ask new SLO for local information!
<b>Great Schools.Org, Neighborhood Scout, Public School Review, Private School Review, &amp; National Center for Educational Statistics</b>
<input type="checkbox"/> Log onto " <a href="#">Military One Source</a> " & " <a href="#">Military Kids Connect</a> " for tips on how to make this transition easier
<input type="checkbox"/> Find out how the <a href="#">Interstate Compact on Educational Opportunity for Military Children</a> can help if need be! <a href="https://mic3.net/">https://mic3.net/</a>
Sign up for before/after school care or childcare at your your gaining installation's Child & Youth Program. You don't have to wait until you arrive at your new duty station! See <a href="#">Military Child Care</a> for details!



## GUIDE FOR SCHOOLS/PARENTS

### *What is the Compact?*

The Compact deals with the challenges of military children and their frequent relocations. It allows for uniform treatment as military children transfer between school districts in member states.

*Note: The Compact only applies to public schools.*

### *Students Covered*

- Active duty members of the uniformed services, including members of the National Guard and Reserve on active duty orders (Title 10)
- Members or veterans who are medically discharged or retired for one year
- Members who die on active duty, for a period of one year after death
- Uniformed members of the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA), and United States Public Health Services (USPHS)

### *Students Not Covered*

- Inactive members of the National Guard and Reserves (Not Title 10)
- Members now retired not covered above
- Veterans not covered above
- Other Department of Defense personnel, federal agency civilians and contract employees not defined as active duty
- Members other than the uniformed personnel of NOAA and USPHS

### *May be required during transition*

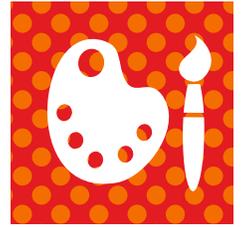
- Official military orders showing that the military member was assigned to the state (or commuting area) of the state in which the child was enrolled and attended school
- If a military child was residing with a legal guardian and not the military member during the previous enrollment they will have a copy of the family care plan, or proof of guardianship
- A transcript, official or unofficial, or an official letter from the proper school authority which shows record of attendance, academic information, and grade placement of the student
- Documented evidence of immunization against communicable disease.
- Evidence of date of birth.





## GUIDE FOR SCHOOLS/PARENTS

*Some areas that are covered...*



### *Enrollment*

- Educational Records
- Immunizations
- Kindergarten & First Grade Entrance Age

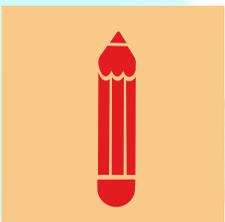
### *Placement and Attendance*

- Course & Educational Program Placement
- Special Education Services
- Placement Flexibility
- Absence Related to Deployment Activities

### *Graduation*

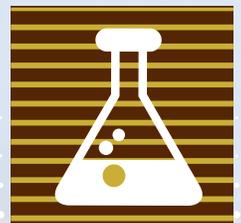
- Waiving courses required for graduation if similar course work has been completed
- Flexibility in accepting state exit or end-of-course exams, national achievement tests, or alternative testing in lieu of testing requirements for graduation in the receiving state
- Allowing a student to receive a diploma from the sending school instead of the receiving school

Additional resources and information are available at  
[www.mic3.net](http://www.mic3.net)



### CONTACT US AT

1776 Avenue of the States | Lexington, KY 40511  
859.244.8133 | [www.mic3.net](http://www.mic3.net) | [mic3info@csg.org](mailto:mic3info@csg.org)



# FREQUENTLY ASKED QUESTIONS

## Parents

### **How do I know if I'm eligible for the provisions of the Compact? When does the Compact apply to me, and for how long?**

Active Duty of the Uniformed Services, including members of the National Guard/Reserve on Active Duty orders; Members/Veterans who are medically discharged or retired for one year; Members who die while on Active Duty for a period of one year after death; Uniformed Members of the Commissioned Corps of the National Oceanic Atmospheric Association (NOAA) and the United States Public Health Service (USPHS).

### **Does my new school have to accept my child's Individualized Education Plan (IEP) exactly as written?**

No, under the Compact, schools need to provide comparable services. The receiving state may subsequently perform evaluations to ensure appropriate placement.

### **How do credits and grades transfer when going from proficiency-based to traditional grading?**

When a student transfers to a new district, the transfer grade is determined by the student's current letter grade or transcript. Some schools have a grade scale conversion chart to help determine the appropriate grade in their grading system, while some schools do not. In some cases, the receiving school is also sent some basic information about standards-based grading to help with the transition. Contact your school liaison officer or school to request for more information.

### **Who do I contact if I feel that my concerns are not being addressed at my child's school?**

The first Point of Contact would be the School Liaison Officer (SLO). The SLO Directory can be found at: <https://bit.ly/2oCL11w>

### **Does the Compact cover students attending overseas local or international schools, private school, charter, homeschool, Non-DoD School Program (NDSP), DoDEA or online programs?**

The compact covers transfers between United States public schools, as well as the Department of Defense Education Activity Schools (DoDEA), located outside and within the continental United States (CONUS).

### **What documentation on the Compact can I take to my child's school and where can I find it?**

You should take a copy of the Compact Rules guide or book. To download a copy please visit the MIC3 website: <https://bit.ly/2PDKCHU>

### **If someone else is caring for my child, what documentation is accepted regarding the Compact for enrollment and educational decision?**

A custody order, special power of attorney, or other applicable document relative to the guardianship of a child of a military family and executed under the applicable law of each member state shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent. A special power of attorney form, which is acceptable in some jurisdictions, can be obtained through the JAG offices pursuant to Military Family Care Plan regulations.

### **What does the Compact cover regarding retirement and separation?**

An active duty member who dies, retires or medically retires is covered for one year (to their final home of record).

### **Does the Compact supersede State Law?**

No. The Compact is part of legislative policy in each state.

### **Are absences for a Permanent Change of Station (PCS) excused? If so, how many?**

No, the Compact provides excused absences for Combat deployments only.



MILITARY INTERSTATE  
CHILDREN'S COMPACT  
COMMISSION