

PCS CHECKLIST

Cut out this section of the and check the bubbles as you complete the tasks!

- ☐ **Return any library items I have checked out**
- ☐ **Decide which clothes and toys I have outgrown and give them away**
- ☐ **Get pictures of my friends**
- ☐ **Get contact information from my friends**
- ☐ **Look up my new hometown on a google map**
- ☐ **Ask my parents how I can help them**
- ☐ **Give my friends my contact information**
- ☐ **Visit my favorite places before I leave**

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____



SCHOOL LIAISON CONTACTS

MCLB Albany
(229) 639-7497

MCAS Cherry Point
(252) 466-7648

MCB Lejeune
(910) 449-9915/9749

New River
(910) 449-6536

MCAS Beaufort
(843) 228-6128

MCB Quantico
(703) 784-4729

HQBN Henderson Hall
(703) 693-8378

MCAS Yuma
(928) 269-5373

MCAGCC 29 Palms
(760) 830-1574

MCAS Miramar
(858) 307-6633/8625

MCLB Barstow
(760) 577-5854

MCB Camp Pendleton
(760) 763-7385/7386

MCRD San Diego
(619) 524-8104/8032

MCB Hawaii
(808) 496-2019

MCAS Iwakuni
DSN 315-253-3691

MCB Butler (Okinawa)
DSN 315-645-3205

MWTC Bridgeport
(530) 495-2186

Headquarters
(703) 432-8194/9732

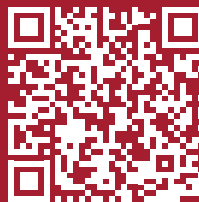
SCHOOL LIAISON PROGRAM

PCS SUPPORT

Making your PCS with school age children run a little more smoothly



WE WOULD LOVE
TO HEAR YOUR
FEEDBACK!



SCAN THE QR
CODE TO SHARE
YOUR THOUGHTS!

VERSION 2

MODIFIED:
12.16.2025



MCPCS
MARINE CORPS COMMUNITY
SERVICES
www.usmc-mccs.org/sl

CHECKLIST FOR SCHOOL MOVES

Below are documents you will need to register your child in their next school

QUICK TIPS FOR TRANSITIONS

PROVIDED BY THE PARENT / GUARDIAN

- Student's Birth Certificate
- Student's Social Security Number
- Student's Health Record (Immunizations, etc.)
- Legal Documents as needed (i.e. custody agreements)
- Proof of Residency/Military Orders (e.g., utility bills, lease/escrow deed, housing contract)

PROVIDED BY THE SCHOOL

- Copy of Cumulative Folder (only the copy mailed between schools is considered official)
- Current Schedule
- Report Cards
- Withdrawal Grades or Progress Reports
- Test Scores (Standardized)
- Special Education Records

PARENTS: TO DO BEFORE DEPARTING

- Notify the school that your child will be leaving at least 2 weeks in advance
- Request official transcripts
- Find out the latest date your child can check out of school and still receive full credit
- Ask whether a child can complete credits after they have left the school district
- Request work that your child can do to keep current during the transfer

SCHOOL INFORMATION

- Address, Phone Number, other contact information
- Course Description Book/Grading Scale (if applicable for 6th grade and above)
- Copy of the Cover for Each Textbook or Title Page
- School Profile/Handbook
- School Web page (write URL below)

- Start talking about the upcoming move with your child as soon as you receive your orders. Talk about the positive aspects of moving and experiencing new areas.
- Help your child to explore the local area before the move using technology. All schools and districts now maintain websites, and many heavily impacted school districts have pages dedicated to military families.
- If your orders require that your family relocate before the end of the current school year, make sure to notify your child's current school as soon as possible.
- Make copies of your child's current textbook cover, table of contents and the course syllabus to bring to your new school.
- Contact your child's current school to arrange for unofficial copies of the all necessary school records that you can hand carry with you during the move and provide to the receiving school upon arrival.
- Bring samples of current school work your child has produced. If you will be arriving after tryouts have occurred for a favorite extra curricular activity, create a short video introducing your child and highlighting his or her skills in action; it might help reserve a spot on the team.
- Find out if the new school requires testing and/or prerequisites in order to place students at the appropriate level for their skills. It might be possible to arrange for those tests before you arrive, so you are good to go when you register your child.
- Be sure to pay any outstanding fees at your current school, return library books and any other items belonging to the school. If those items are not cleared, there could be delays with transcripts.
- Last but not least, make sure to contact your School Liaison right when you get orders. School Liaisons are subject matter experts on preK-12 education and local school communities, and can help ease the transition for everyone involved

- DO NOT PACK -

Carry this, and other important documents with you while you travel. DO NOT pack them with the rest of your household items.