

QUICK CHECKLIST FOR SCHOOL MOVES

From the Parent/Guardian:

- Child's Birth Certificate
- Child's Social Security Card
- Child's Immunization Record
- Guardianship/Power of Attorney
- Proof of Residency/Military Orders

School Information:

- Address, Phone Numbers, Other Contact Information
- Course Description Book/Grading Scale (if available, for 6th grade and above)

School Records:

- Current Schedule
- Report Cards
- Withdrawal Grades or Progress Reports
- Test Scores (Standardized or Special Program Testing, Gifted Testing, etc.)

Special Programs Records as Appropriate:

- Individual education plan (IEP)/504 Plan/ Gifted Program Description
- English as a Second Language (ESL) or Bilingual Education

Other Documents and Examples:

- Writing Samples and Other Work Examples
- Academic Recognitions and Competition Participation

Robins AFB School Liaison Contact Numbers:

(478) 327-5524/(478) 337-1003

<https://www.robins.af.mil/Units/78th-Air-Base-Wing/School-Liaison-Office/>



Please remember to hand carry these items to your next duty station. Do not pack with household goods.