

FORT BRAGG CHILD AND YOUTH SERVICES

School Liaison Services

OFFICIAL OUT-PROCESSING FORM

Soldier Support Center, Bldg 4-2843, A-Wing, Room 420,
Fort Bragg, NC 28310-5000



Parent's Name		
1 st CHILD	2 nd CHILD	3 rd CHILD
NAME	NAME	NAME
STUDENT ID #	STUDENT ID #	STUDENT ID #
GRADE	GRADE	GRADE
NAME OF SCHOOL	NAME OF SCHOOL	NAME OF SCHOOL
NAME OF TEACHER/COUNSELOR	NAME OF TEACHER/COUNSELOR	NAME OF TEACHER/COUNSELOR

OUTPROCESS CHECKLIST

ACTION	APPLIES TO:			ITEM HAS BEEN PROVIDED		
	K/ ES	MS	HS	1 ST CHILD	2 ND CHILD	3 RD CHILD
Notify school of moving plans	X	X	X			
Visit school to officially withdraw	X	X	X			
Request letters of recommendation			X			
ITEMS PROVIDED BY SCHOOL TO PARENT						
Report Card	X	X	X			
Copy of unofficial records	X	X	X			
Withdrawal grades	X	X	X			
Health/Immunization Records	X	X	X			
*Individual Education Plans (IEPs)	X	X	X			
ITEMS PROVIDED BY STUDENT/PARENT TO SCHOOL						
Return all textbooks and library books	X	X	X			
Pay all charges or fines	X	X	X			
Clean out locker		X	X			
Notify club sponsors and coaches		X	X			
Attendance Office Cleared	X	X	X			
School Office Cleared	X	X	X			

K/ES = Kindergarten/Elementary School, MS = Middle School, HS = High School
* if appropriate

OUT-PROCESS CLEARANCE SIGNATURE (S)

CLEARING STATION	SIGNATURE	DATE
Child and Youth Services (Household Balance Cleared)		
School Liaison Services		
Outprocessing Parent/Guardian		
School Official (DOES NOT REPLACE SCHOOL WITHDRAWAL FORM)		

Important Numbers		
Fort Bragg Child and Youth Services: Soldier Support Center, Bldg. 4-2843, Wing A, Room 420		
Cassandra Anderson (CYS Registration)	910-907-2061	cassandra.y.anderson@us.army.mil
Emily C. Grimes (School Liaison Officer)	910-907-5045	emily.c.grimes@us.army.mil
Gerhard V. Guevarra (School Liaison Officer)	910-432-1023	gerhard.guevarra@us.army.mil
Iris D. Pierce (School Liaison Officer)	910-396-3338	iris.piercel@us.army.mil
Shevelle Ramirez (School Liaison Officer)	910-907-5044	shevelle.ramirez@us.army.mil
Schools:		
Fort Bragg Schools	910-907-0200	Cumberland County Schools 910-678-2300
Harnett County Schools	910-893-8151	Hoke County Schools 910-875-4106
Moore County Schools	910-947-2976	Lee County Schools 919-774-6226

Transitioning To A New School – Helpful Reminders

- ☑ Contact Army Community Service, Relocation Program (SITES) for information on your gaining installation and surrounding communities.
- ☑ Visit the webpage for both the State Department of Education and local County/District system.
- ☑ If going overseas, visit the DODEA homepage. [www.dodea.edu]
- ☑ Contact the housing office at the gaining installation to determine the waiting period of on-post quarters. This may determine the school your child will attend. If you will be in temporary housing, contact your School Liaison Officer for assistance.
- ☑ Check the new school calendar for starting and ending dates.
- ☑ Be familiar with the process of transferring of records, school eligibility requirements (kindergarten age) and subsequent placement of the students.
- ☑ If you have a child of high school age, get information on the gaining state's high school graduation requirements. Be familiar with the present and gaining school's grading system and weighted grades. This may affect your child's class standing/grade point average (GPA).
- ☑ Give the losing school(s) adequate notice of withdrawal. Remember it is Army policy to in/out process with the school.
- ☑ Hand carry all recommended school records. **DO NOT PUT THESE RECORDS IN YOUR HOUSEHOLD GOODS!!**
- ☑ Contact the installation School Liaison Officer and school counselor for assistance.

Transitioning A Special Needs Student – Checklist

Before you leave your current duty station:

- ☑ Contact your local special education counselor/director and request assistance as to what should be done before the transition to the new school. Write or contact the special education director for the state that you are going to and request local policies.
- ☑ Schedule an Annual, Review and Dismissal (ARD) meeting to discuss the progress your child has made since your last Individualized Education Program (IEP) review. Ask for written suggestions that may help your child and the staff at the new school.
- ☑ Request a copy of your child's complete educational record to include a copy of the latest IEP. **Hand carry** all records, samples of your child's work, and other information related to your child's education.
- ☑ Contact your local Army Community Service (ACS), Exceptional Family Member (EFMP) Program Coordinator. They can assist you with identifying resources at your new duty station.
- ☑ Be sure to take any special equipment and refill medication prescriptions that your child may need for the next few months.
- ☑ Contact the installation School Liaison Officer to assist with transitioning your child to the new school.

BUILDING A STRONG PARENT/SCHOOL RELATIONSHIP

- **Get to know your child's teacher.** As soon as school opens, write the teacher a note and introduce yourself. Make an appointment or call to get to know each other and talk about your child. You know your child better than anyone; describe your child's strength and interests, or areas where your child may need extra help.
- **Ask the teacher to communicate with you.** Provide the teacher with your name, phone number(s), email address (if applicable) and best times to reach you. Ask the teacher to keep you informed of your child's progress and needs.
- **Participate in school activities.** Each school has its own activities and there are many ways you can get involved.
 - Get involved with the parent/teachers organization and advisory councils.
 - Learn about installation/community Partners In Education programs
 - Look for ways to volunteer at school. Check the school activities calendar to plan to attend as many as you can.
 - Volunteer and read with children or do special projects, such as sharing slides about places the family has visited, playing a guitar, singing with children, or doing any number of helpful things.
- **Ask questions about the curriculum.** Ask what specific courses your child needs in order to go to college or technical school. Talk with counselors and have them explain the course work needed to meet post high school plans, especially college requirements.
- **Check your child's homework.** Schedule a regular time and place to work with your child on his or her homework. Make sure your child understands the assignments and completes them on time.
- **Visit your child's classroom.** Schedule a visit to your child's classroom. Comply with and support security procedures designed to protect your children.
- **Select rigorous courses.** For parents of high school students, make sure your child takes the most rigorous course of study in order to meet graduation requirements for most states. Since requirements vary from state to state, make sure your child takes at least 4-4-4-3 that is 4 years of English, 4 years of math, 4 years of science, and 3 years of language. Start by getting your child ready for high school during the middle school years. Many middle school courses count toward graduation, such as algebra.
- **STAY INVOLVED. It is an important factor in your child's academic achievement.**