

## Special Needs “Educational Transition” Checklist

### Six months prior to the PCS:

- Contact your child’s case manager and/or special education teacher to determine if you child is due their Triennial Review for continuation of services. If so, begin dialog and schedule a meeting to begin the review process, now. *\*Most districts prefer 6 months to complete testing and hold an eligibility meeting to discuss continuation of services or dismissal of services within this time.*
- Contact your current School Liaison Officer to locate the School Liaison Officer at your next duty station. Ask for assistance in obtaining a copy of the special education guidelines and policies.
- Replenish any educational documents you may be missing. Ask for copies *\*Suggestion: If you haven’t done so already, organize a 3 ring binder with divided sections.*

### One-Three months prior to the PCS:

- Inform the SLO and the EFMP manager at your new duty station of any assistive technology, specialized/adaptive equipment or resources currently provided in the child’s classroom. Begin dialog with the new school system to determine if the same services/equipment are also available to your child. *\*Most schools have a host of equipment and resources readily available. However, allow them time to prepare for any circumstance.*
- Ask for an IEP meeting to review and amend any changes that have occurred in your child’s education that are not currently reflected in the Annual IEP. *\*Document any suggestions by current teacher (s) and services that are most beneficial to your child. If you child currently has a one to one aide, please have this documented somewhere on the IEP, even if it is only in the minutes of the meeting.*
- Request a copy of your child’s school records (report cards, work samples, standardized assessments, etc...).

### Arrival at the new duty Station:

- Upon enrollment at your child’s new school, always inform the school that your child has an education IEP and what services he/she was receiving.
- Hand-carry a copy of the Annual IEP and any amendments to the IEP to your child’s next school. Also, bring a copy of the most recent eligibility meeting and any educational testing data you may have.
- If you transition over the summer and prior to school starting, ask for a meeting with your child’s teacher (s) to familiarize everyone who will be working with you child on issues/matters you feel are important to your child’s educational success. At least attempt to conference with your child’s teacher prior to the first day of school.