

Lincoln Heights Elementary School

Military Families School Transition Check-List

INBOUND/OUTBOUND

This checklist should serve as a guide to assist you in planning your child's upcoming school transition.
Not all items required in all situations.

✓	DOCUMENTS YOU MAY NEED	✓	TO DO LIST
	Certified copy of your child's birth certificate		Notify your current school registrar and child's teacher of upcoming PCS (Minimum two weeks prior)
	Proof of your Wake County address (domicile) in the name of the birth parent or legal custodian		Request copy of current official records/transcript
	Photo ID of the birth parent or legal custodian		Complete withdrawal paperwork with current school
	Child's immunization record <ul style="list-style-type: none"> - If the Interstate Compact Law applies, you have 30 days from date of enrollment to provide records 		Sign up for before/after school care , youth sports, & other activities <ul style="list-style-type: none"> - Contact school counselors to be connected to local youth sports - After school programs that picks up from LHES - YMCA offers after school care on site at LHES <ul style="list-style-type: none"> - Contact Jessica McQueen E: jessica.mcqueen@YMCATriangle.org P: 919-249-1415
	Academic records from previous school (if available)		Return any equipment , texts, or library books to previous school
	Any custody documents (if applicable)		Identify the school where your child will attend
	Up to date Individualized Education Plan (IEP), 504 Plan, ESL records (if applicable)		Contact your current School Liaison Officer for assistance with transition & make contact with military SLO or school counselor at new location
	Contact information for two local "emergency contacts." You may need to identify someone in your new command to be a contact until you make new local friends to identify		Sign up for school meals <ul style="list-style-type: none"> - WCPSS uses an online portal: https://www.myschoolbucks.com/ver2/getmain?requestAction=home - You'll need your child's NCWISE ID number, available in your registration materials
			Review school attendance policy <ul style="list-style-type: none"> - WCPSS requires a note within two days of your child's return to school or the absences will be recorded as unexcused (if reason qualifies as excused)
			Review Student Handbook <ul style="list-style-type: none"> - LHES Student Handbook

You can find a digital version of this form on our school website at: <https://www.wcpss.net/Domain/21563>

