

When it is time to transfer...It is often stated that anything Air Force involves either an Air Force Instruction or a checklist. Most military personnel and/or family members wouldn't think about making a Permanent Change of Station (PCS)—a move—without making sure they have completed all the required tasks. Military children moving from one school system to another face much the same challenge as their parents do.

The **Military Child Education Coalition** (MCEC) suggests that sending (losing) and receiving (gaining) school systems include the following items when transferring records of military dependent children:

1. Course Description Book... **important** for middle & high school
2. School Profile
3. Attendance and Tardy Records
4. Report Card
5. Current Schedule
6. Withdrawal Grades
7. Transcript/Course History (with local grading system)
8. Class Rank
9. Cumulative Folder
10. Testing Information to include Standardized Test Scores, End of Course Test Scores, Competency Test Scores, etc
11. Health Records including Shot (Immunization) Records
12. Birth Certificate
13. Social Security Number
14. Activities Record such as co/extracurricular
15. IEP/504/Gifted Records
16. JROTC Records
17. Guardianship/Custody Papers
18. Fees Owed
19. Alternative School Records
20. Letters of Recommendations (especially for senior students)
21. If available, writing samples
22. If available, At-Risk or Action Plans for classroom modifications
23. If available, Portfolio
24. If available, Accelerated Reader Points
25. If available, Service Learning Hours

Source: Military Child Education Coalition
(MCEC; <http://www.militarychild.org/Checklist.asp> June 2007)



The SLO works with the EFMP-FS (257-4789) to provide assistance to *families of children with special needs* through information, referral and advocacy services.

The SLO is a member of the Moody AFB SNIAC; Moody AFB Integrated Delivery System (IDS), Base Advisory Council (BAC), as well as the Community Action Information Board (CAIB). She also serves on school-based committees in Lanier, Lowndes and Berrien Counties.

**Revised: January
2011**

Moody AFB
Military Child Education Program (MCEP)
Address: 5091 Gardner Street (Bldg 400)
Suite 120, Airman & Family Readiness Center
Moody AFB GA 31699

School Liaison Officer (SLO):
Mrs. Ann E. Lukens

Voice: **229-257-4380**/ FAX 229-257-3114
ann.lukens@moody.af.mil or ann.lukens@us.af.mil

School Attendance in the State of Georgia

Compulsory school attendance is required of all children between ages of 6 and 16 residing within the state of Georgia. The responsibility for ensuring regular attendance lies with the parent, guardian or other person with whom the child resides (**O.C.G.A. 20-2-690-1**)

Excused Absences May be Granted Only for:

1. Personal illness or attendance in school endangers student's health or the health of others
2. A serious illness or death in a student's immediate family necessitating absence from school
3. A court order or an order by a government agency, including pre-induction physical exam for service in the armed forces, mandating absence from school
4. Observing religious holidays necessitating absence from school
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Local Boards of Education may permit a period not to exceed one day for registering to vote in public election
7. Student whose parent or guardian is in the military service (or National Guard) and said parent is preparing to deploy to a combat zone or combat support posting shall be granted up to a maximum of five days per school year to visit with his/her parent prior to said deployment or during such parent's or legal guardian's leave (GA DoE Rule 160-5-1-.10)

Strategy for Success

1. Maintain professional and respectful relationship with the teacher (s). Be an advocate—not an adversary.
2. Keep teacher (staff) informed of circumstances that could distract your child from learning (e.g., deployment, separation; PCS move; death in family; pending divorce, etc)
3. If problem arises, use school “chain of command” (teacher, guidance counselor, assistant principal, principal and Board of Education). If matter is still unresolved, then contact the School Liaison Officer.
4. Keep a copy of your child’s Student Handbook handy for reference throughout the year.

A Reminder about Absences and Tardiness...

Any child subject to compulsory attendance who, during the school calendar year, has five unexcused absences is considered **truant**.

School officials will notify parents when children have five unexcused absences. After two reasonable attempts to notify parent or guardian, the school system shall send a notice by certified mail with return receipt requested. Do **NOT** ignore notices from school officials. To do so could result in a legal summons (subpoena) to appear in court.

Provide a written excuse **every** time your child is absent. Keep track of absences and tardiness. It is your responsibility to read and understand the policy for your child’s district (school system).

5. Oversee the **Request for Excused Absence Letter** process. Personnel and/or FM complete form letter (specific to their school system) requesting absence (up to 5 days) either before a parent deploys or when he/she returns. The letter must be validated (signed) by sponsor’s Commander or First Sergeant and submitted to the SLO three to five days **in advance** of the requested time off. NOTE: School System Superintendent is **NOT** required to approve a letter that is submitted “after the fact.” Personnel and/or FMs are reminded that they must wait until SLO notified them that permission has been granted by Superintendent before a child may be kept home from school.

6. Ensure that school personnel (e.g., teachers, counselors and other school officials) are aware of the unique issues that impact military dependent students.

7. Assist school officials and others acting in an official capacity in resolving issues concerning specific military families.

8. Assist personnel and/or families resolve issues or problems that were not resolved after the SM/FM used the school chain of command.

9. Manage the administrative and logistical aspects of the Moody School Board Liaison Committee and to keep leadership advised of concerns, requests or issues.

10. Stay abreast of developments and information that impact military children.

The School Liaison Officer is here to...

1. Manage the day-to-day activities of the Military Child Education Program.
2. Advocate for the educational needs of military children by answering questions that military parents have about local school systems and resources as well as those parents interested in other educational options to include home schooling, private schools, virtual/cyber schools as well as charter schools (if available).
3. Assist parents of children with special needs to find the resources they are looking for—if available in local community. The SLO assists personnel with steps to enter the **Special Needs Identification and Assignment Coordination (SNIAC)** process managed by the 23rd Medical Group.
4. Provide information about schools and resources at the next duty assignment (CONUS and OCONUS) as requested

(Continued on next page)

Some Helpful Websites

Dept of Defense Education Activity (DoDEA) www.dodea.edu/

Georgia Dept of Education (GA DoE) <http://public.doe.k12.ga.us/>

Military Child Education Coalition (MCEC) www.militarychild.org/

Military Impacted Schools Association (MISA)
www.militaryimpactedschoolsassociation.org/

Military HomeFront (Dept of Defense) www.militaryhomefront.dod.mil/

Military OneSource (MOS) www.militaryonesource.com

National Military Family Association (NMFA) www.nmfa.org/

Systemized Training of Military Parents (STOMP) www.stompproject.org/