PCS High School Handoff Kit

A practical checklist for your teenager's next school move.

START HERE: THREE ACTIONS FOR TODAY

Tell the current school your last day. Request your transcript and current grades.
Contact the new school to arrange a course and graduation review.

Use the checklist first. Complete only the supporting pages you need.
No signup or CHS enrollment required.

01 BEFORE YOU LEAVE

- [ ] **Save your records.** Collect the transcript, schedule, and current grades. Keep copies with you during the move.
- [ ] **Plan unfinished classes.** Ask what remains, what credit is already earned, and how completion will work. Use the course plan on page 2.
- [ ] **Arrange official records.** Confirm who sends them and how the new school requests them.
- [ ] **Check enrollment and support needs.** Ask about required documents and secure transfer of health records, IEPs, or 504 plans, if applicable.
- [ ] **Contact a school liaison.** Start with your next installation, or your current liaison if the destination is uncertain.

02 BEFORE THE NEW SCHEDULE IS FINAL

- [ ] **Confirm how courses count.** Ask which requirements they satisfy, how unfinished classes will be handled, and what remains. Use page 3.
- [ ] **Review possible repeat courses.** Ask the counselor to check prior coursework before deciding a repeat or replacement is needed.

03 AFTER YOUR STUDENT STARTS

- [ ] **Check the schedule and records.** Compare the actual classes with the plan and confirm official records arrived.
- [ ] **Follow up on open questions.** Record a contact and follow-up date. Make sure your student knows whom to ask for help.

SENIOR YEAR OR AN OUTSIDE COURSE?

Senior move: ask both schools for a graduation plan and name the diploma-issuing school. Outside course: get that school's written acceptance before paying.

Unfinished Course Plan

Use this page when a move interrupts a class. Complete it with both schools.

A current grade does not necessarily mean credit has been awarded. Record the schools' answers; write “Pending” wherever an arrangement is not yet confirmed.

Student name

Last day at current school

COURSE 1

Course / semester

Current grade

Credit already awarded

Remaining work and agreed completion arrangement

School awarding credit / how it will count at new school

Completion deadline

Written confirmation saved? ☐ Yes ☐ Pending

Contact / follow-up: use page 5.

COURSE 2

Course / semester

Current grade

Credit already awarded

Remaining work and agreed completion arrangement

School awarding credit / how it will count at new school

Completion deadline

Written confirmation saved? ☐ Yes ☐ Pending

Contact / follow-up: use page 5.

Example only: Biology, semester 1 | Grade: B | Credit: pending | Ask both schools whether remaining work can be completed and who would award credit. Do not assume approval.

Graduation & Course Review

Complete with the receiving school counselor. Use extra copies as needed.

Student name

Expected graduation month / year

Receiving school / counselor

Review date

Ask: "Which requirements do my completed courses meet, and what remains?"
Count requirements, not just total credits. A course may transfer as an elective.

Requirement / subject	Accepted coursework / credit	What remains / next step	Confirmed or pending

Assessments, service hours, or other requirements and deadlines

School expected to issue diploma

Next review date

Save the school's written review. Note anything provisional until official records arrive. For college-bound students, ask separately about college admission prerequisites.

Emails You Can Send

Copy, replace the brackets, and remove any requests that do not apply.

TO THE CURRENT SCHOOL

Subject: PCS records and course plan for [Student name]

Hello [Counselor or registrar name],

Our military family is moving to [location]. [Student name] is in grade [grade], and their expected last day is [date]. Please help us arrange:

• A copy of the transcript, schedule, and current grades.
• A plan for unfinished courses: credit already awarded, remaining work, completion options, and deadlines.
• The official records transfer and any course descriptions the next school needs.

Please tell us how to transfer any relevant support or health records securely, who will coordinate the handoff, and when we should follow up.

Thank you,
[Parent/guardian name and contact information]

TO THE RECEIVING SCHOOL

Subject: PCS course and graduation review for [Student name]

Hello [Counselor or registrar name],

Our military family is moving to [location]. [Student name] expects to enter grade [grade] around [date]. How should we submit records and arrange a course review?

Before the schedule is finalized, could you confirm in writing:
• How completed courses apply to your graduation requirements.
• How unfinished courses will be handled.
• Remaining courses, credits, assessments, and other requirements.
• Any enrollment steps or deadlines we should address before arrival.

Please flag possible repeat courses for review. Our current school contact is [name/email]. Who should we follow up with, and when?

Thank you,
[Parent/guardian name and contact information]

> **ADD THIS FOR A SENIOR**
> “My student is a senior. Please coordinate with the other school on a written graduation plan, deadlines, and which school will issue the diploma.”

Before sending: replace every bracket. Use approved channels for records. Ask about student authorization if your student is 18 or older.

When the Handoff Gets Stuck

Turn an unanswered question into a clear next action.

Records have not arrived

Ask the sending registrar when and how records were sent. Ask the new school what can proceed using your unofficial copies while official records are pending.

A class is unfinished

Ask both schools to agree on the remaining work, deadline, credit-awarding school, and how the credit will apply. Save the reply with page 2.

Your student is scheduled to repeat a course

Request a review using the transcript and course description. Ask whether the issue is missing credit, a different requirement, or placement.

Graduation requirements do not line up

Ask both schools to compare requirements and explain available options. For a senior, identify the diploma-issuing school. Ask the liaison whether Compact provisions apply.

You cannot get a clear answer

Follow up with the specific course or requirement and your start date. Ask who owns the decision. If unresolved, ask about school or district review and involve your liaison.

YOUR NEXT TWO FOLLOW-UPS

Question / next action

Responsible contact / email or phone

Follow-up date

Question / next action

Responsible contact / email or phone

Follow-up date

For your student: Ask the school about a trusted contact, a student welcome program, or an activity they would like to join.

Help for Your Next Move

Keep these resources with your school records.

START WITH YOUR SCHOOL LIAISON

Ask your school liaison for transition help, education resources, and a connection to your next installation.

Find your installation and search for School Liaison
installations.militaryonesource.mil

ASK WHETHER THE INTERSTATE COMPACT APPLIES

The Compact addresses enrollment, placement, and graduation issues for eligible military-connected students. It does not guarantee that every course transfers or meets a requirement.

MIC3 states that the Compact applies to public schools. Do not assume private-school or homeschool transfers are covered. Ask your liaison about your specific transfer, including overseas or DoDEA situations.

MIC3 eligibility and FAQs | mic3.net/faqs/
MIC3 state contacts and parent resources | mic3.net

HOW CITIZENS HIGH SCHOOL CAN HELP

Explore individual courses, credit recovery, or an online diploma pathway. CHS can review records for its own programs and help you understand your options.

Before taking an outside course: ask the school issuing the diploma to approve the specific course in writing.

Explore CHS options for military families

citizenshighschool.com/
who-we-serve-military-families/

CHS family information

Eric Westerhold | Director of Admissions
eric.westerhold@citizenshighschool.com

Share a blank copy with another military family. Keep completed worksheets private and share student records only through approved channels.

Sources: MIC3 FAQs; Military OneSource School Liaison Program and Changing Schools guide (reviewed October 21, 2026).
School Liaison Program | Changing Schools guide

An independent CHS resource, not an official military publication or endorsement. Schools confirm credit application and graduation requirements. Save a local copy before filling; use a PDF reader that supports forms.