



# US Army Europe K-12 Dependent INBOUND PCS Handbook



# US Army Europe School Age Dependent Inbound PCS Handbook

This handbook is designed to support military connected families as they PCS to their new duty station in Europe. There is a handy checklist at the end for you to print out and use as you move forward in your new adventure.

Whether mid-school year or over summer break, leaving a school and smoothly integrating into a new one requires planning and a positive attitude.

It is hoped that the information in this handbook assists and encourages you as **our country's "youngest heroes" make their move in support of the mission.**

As with any PCS move of a school age child, your School Liaison Officer is available with information, referrals, and assistance in planning for a smooth as possible school transition. Find your Europe SLO at [europe.armymwr.com/slo](http://europe.armymwr.com/slo)

| PAGE  | CONTENT  |
|-------|--|
| 3     | 10 Tips for a Positive Change of School  |
| 4     | DoDEA Schools  |
| 5     | DoDEA School Registration  |
| 6 & 7 | 11 Tips for PCSing with a HS Student / Driving in Europe                       |
| 8     | Youth Sponsorship / Help for the moving blues                                  |
| 9     | Interstate Compact on Educational Opportunity for Military Children            |
| 10    | PCSing the student athlete   |
| 11    | DoDEA High School Sports & MWR CYS Services Youth Sports Program               |
| 12    | DoDEA Kindergarten Primer for Parents—10 fast facts                            |
| 13    | Homeschooling in Europe  |
| 14    | Exceptional Family Member Program  |
| 15    | 10 Tips for PCSing with a special needs child                                  |
| 16    | Help your child say goodbye to a school  |
| 17    | PCS Mid year / Non DoD Schools Program (NDSP)                                  |
| 18    | Learn about your new home in Europe / Wondering what to do when school is out? |
| 19    | Student Meal Program   |
| 20    | Student PCS Checklist—Europe INBOUND   |
| 21    | Cool Online Tools to have in Europe  |

# 10 Tips for a Positive Change of School!

Often military families are so pre-occupied with the logistics of PCSing, that the academic needs of the child gets overlooked. Here are a few quick tips to help your child have a smooth take-off from their current school, and a soft landing in his/her new school.

**1. As soon as you receive orders, notify your child's school in writing.** Provide the date of your child's last day. It's never too early to do this!

**2. Contact the School Liaison Officer (SLO)** at your new duty station. Your current liaison can help you make a smooth exit at your old duty station. Your new [Europe SLO](#) can help you with information about your new location and answer any questions you may have.

**3. Create a School PCS folder for each child.** In the folder, place the PCS checklist attached (pg 3) and all of the items you collect listed on the checklist in this folder. Before you pack all of your important papers, place the papers you will need to register your child in his/her new school in this folder! Include: copy of birth certificate or passport, shot record, copy of transcript, & special needs evaluations.

**DO NOT PACK THIS FOLDER!  
Hand carry it!**

**4. Research the area where you are moving.** You should investigate the schools BEFORE you choose somewhere to live! Some locations have multiple schools. [Your SLO](#) can help you with any questions and zone information.

**5. Remember that data is only ONE indicator of a school's quality.**

If at all possible, go to the school and observe...see for yourself. Most importantly, do not form an opinion about a school or teacher based on the rumor mill. Every family, child, and situation is different. A school/teacher that is not a good fit for one family can be another family's perfect fit.

**6. If you have a child with special needs, meet with your Special Education Teacher.** Ask that they contact the new school personally if need be. Be sure to get a copy of your child's up to date IEP, evaluations, notes, etc. for the School PCS folder. If you haven't already, be sure to enroll in the Exceptional Family Member Program.

**7. Network!** Touch base with the local FRG, spouse's club, or perhaps your sponsor or sponsor's spouse to get some insight. Your child can "network" with a youth sponsor. Child, Youth and School Services Youth Sponsorship program can help your child "network"

Complete an online request for a youth sponsor on the [SLO website](#).

**8. Talk to your child** about the social/emotional stresses of moving. Let them share their concerns. Plan a "farewell" party or at least designate a time to allow your child a chance to have closure and say good bye. You may want to provide your child with a notebook in which he/she can collect names, photos, email addresses and phone numbers.

Go to [Military Youth on the Move](#) website for more ideas.

**9.** If you know where your child will go to school at the new duty station, **contact the school** to get calendar information, registration details, course selection, and even sports try out deadlines! [Your SLO](#) can assist you with making those contacts and accessing that information as well.

**10. Be patient !** Settling in takes time, and some kids take longer to make new friends. Find activities and opportunities to connect with other kids. ( [CYS Services](#) can help you with this!) Before you know it your child will be telling you about his best friend and the cool thing they did in school that day!



With a little planning, you can turn your PCS into a **POSITIVE CHANGE OF SCHOOL!**

Students in Europe are served by **Department of Defense Education Activity** schools. **DoDEA Europe** is comprised of three districts:

### **DODEA EUROPE WEST DISTRICT**

**Countries:** Belgium, Netherlands, Germany, and United Kingdom **Communities:** Schinnen, Kleine Brogel, Alconbury, Brussels, Croughton, Lakenheath, SHAPE, Spangdahlem

### **DODEA EUROPE EAST DISTRICT**

**Country:** Germany **Communities:** Ansbach, Baumholder, Garmisch, Grafenwoehr, Hohenfels, Kaiserslautern, Ramstein, Sembach, Stuttgart, Vilseck, and Wiesbaden

### **DODEA EUROPE SOUTH DISTRICT**

**Countries:** Bahrain, Italy, Spain, Turkey **Communities:** Ankara, Aviano, Bahrain, Incirlik, Livorno, Naples, Rota, Sigonella, Sevilla and Vicenza

### **Helpful DODEA Quick Links:**

[Calendar](#)

[School Supplies](#)

[Curriculum](#)

[Graduation Requirements](#)

[Policies and Regulations](#)

[DoDEA Europe Program Contacts](#)

[Gifted Instruction](#)

[Special Education](#)

[English as a Second Language](#)

[Bus Transportation](#)

[Gradespeed](#)

[Schoolology](#)

[Student Activities](#)

[HS Athletics](#)

[DoDEA Virtual School](#)

[DoDEA Europe Facebook](#)



# SCHOOL REGISTRATION for DoDEA Europe Schools



Families stationed in Europe typically send their children to the [Department of Defense Education Activity Schools](#). [DoDEA Eligibility Information](#) [Enrollment Categories](#)

**Registration Step One** – [Online Pre-Registration](#) assists schools with preparing for your child. Please complete this as soon as possible.

**Registration Step Two** – Registration is completed at the school. Please allow for a full day following registration before your child will begin class. Some schools will allow registration prior to arrival via email. Registration packets can be found on most school websites. If **your installation has multiple schools for your child's grade you may need to secure housing** information to be certain of your zoned school prior to completing registration. Contact your [School Liaison Officer](#) for more information. *Be aware that in some locations when you first arrive your child may temporarily attend the school that is zoned for your Temporary Billeting/Quarters. When you know where you will be living (on or off base), there is a possibility that your child could be moved to another school, unless you live in the same zoned area. Again: CONTACT your [School Liaison Officer](#) for assistance and clarification.*

*In some instances, especially for high school students, it is necessary to meet with the school guidance counselor to select courses prior to starting school. You can access a list of courses available with descriptions on the school websites. Contact the school to set up an appointment with a counselor. Access your post [SLO website](#) to find out which schools are available in your location.*

## [Resources & Additional Information](#)

[Required documents and forms](#)

[Immunizations and Health - Immunization Form](#)

[Minimum Age Requirements](#)

[Exceptional Family Member Clearance form for DoDEA Schools](#)

[DoDEA Europe School Calendars](#)

**NDSP** – Locations that do not have a DoDEA school within commuting distance may provide **schooling through the “Non DoD Schools Program”**

[Virtual High School](#) - Online high school classes

**RE-Registration**- Each spring families will be required to re-register for the upcoming year. Your school will send out details about re-registration which is typically a quick process. For more information contact your [School Liaison Officer](#).



## 12 Tips for PCSing with a High School Student

High School can be the hardest time for a military child to PCS. They've worked hard to earn a reputation in their sport or activity and with their teachers. They have friends and a routine they don't want to leave. Switching allegiance from one school to another is hard. Add to all that possible ramifications on their grades and graduation. (Especially if a move is made without prior planning in regard to the high school student's education) Following are some things to keep in mind as you move with a high schooler.

1. Hand carry a copy of school records to include transcript, any withdrawal grades, test scores and any evaluations. This prevents a delay in making course selections and appropriate placement in your new school. Some schools will allow you to register and make course selections prior to arrival if you have some documentation of where you will be zoned, or if there is only one school for that post.
2. **As soon as you are aware you will be moving, it's important to find out the schedule and course offerings** at your new school or district. This may save you some trouble and possibly wasted credits when transferring mid-year, especially if you can, prior to PCSing, make good first semester choices that impact mid year moves. High schools typically offer full year, block, or modified block schedules. Most high schools in DoDEA Europe offer modified block which is a combination of year long and semester courses offered on an A/B day schedule. **Consider your new school's schedule and graduation requirements when making course selections. If you are moving midyear and your child's school only offers semester courses a student may have difficulty completing a year long course.** Ask about partial credit for one semester or transferring into a similar class if the new school doesn't offer your current year long class.
3. **If you need a class that isn't currently offered, consider taking that class on the [DoDEA Virtual School](#).** Students have access to online courses which are monitored at the high school.
4. DoDEA and some states require two years of a foreign language with both years being in the same language. **If your child arrives with one year of Chinese, but the new school doesn't offer Chinese he/she may have to start a new language, or perhaps a class in the [DoDEA Virtual School](#) may fit the bill here.** Consider your options when selecting classes if you will be leaving Europe before those years of a language are completed. [Check 50 state HS foreign language requirements](#)
5. **Compare your current school's with [DoDEA's graduation requirements](#).** If your child is a senior and you discover the different graduation requirements may mean he/she won't graduate, it is possible in some circumstances to graduate with your previous school's graduation standards in your new school. ( You would receive a diploma from your old school) Seek assistance from your guidance counselors.
6. Check out the [DoDEA Europe website](#) to find your school's website. It includes a catalog of courses offered at the school as well other helpful information. If you aren't sure which school to check contact [the SLO](#).

7. Review college admission and SAT & ACT testing dates. Consider completing the test prior to departure. You can re-take these, but at least you won't be caught without a score if deadlines loom.

8. When transferring credits, you may need to advocate for your child. For example, maybe your child didn't take a course in nutrition, but a health course might satisfy that credit requirement. Negotiate any credits that won't transfer. This process can be more flexible than it seems. Sometimes classes that don't match up exactly at the new school can still be credited as a similar class that the new school does offer. Schools will usually work with you to get the most out of your children's credits, especially if it might affect their graduation dates, so be polite but still assertive.

9. Different grading scales and weighting systems won't change established letter grades, but may impact GPA. For example a 91% in DoDEA is an A, but in some districts it is a B. The letter grade will remain on the transcript, but the numeric grade may be averaged into overall GPA and identified per the new school grading /weighting standards. If weighting negatively impacts AP or honors placements, work with your guidance counselor to seek a possible remedy.

10. Check the [school calendar](#). It might be easier to transition into a class between quarters / semesters.

11. Be sure to request recommendation letters from your current teachers, coaches, and special program sponsors to use later in college applications as well as for program access in the new high school.

12. Don't forget that even though they are grown, leaving behind friends impacts high schoolers. DoDEA-Europe high schools offer Student Ambassador programs that will help your child acclimate to the new school. Request a Youth Sponsor. Some teens may balk at first, but once they get that email and can ask questions of a peer, they are grateful. The [SLO webpages](#) offer an online youth sponsor request. See your SLO for questions and assistance in connecting with a youth sponsor and student ambassador.

## DRIVING IN EUROPE

If you are coming to Europe with an older high school student, don't forget to consider your plans for a drivers' license if he/she will be in need of one while in Europe or when they leave for college. Public transit isn't as plentiful in most stateside locations as in Europe. However, you may still want your busy student to have his/her own ride to events, etc. In some locations the HS offers an activity bus for athletes etc.

Ask [your SLO](#) what is available in your location. Child, Youth, and School Services also offers driver education courses in some locations. For more information or to sign up please visit [CYS Parent Central Services](#). Local drivers' ed companies also sometimes offer English language instruction.

To avoid unnecessary stateside trips, it is advised that your child come with a stateside permit/license if you hope to eventually get them a USAREUR license. There are age (18) and other restrictions per location and if you come with a permit, you will still need to get a stateside license prior to getting a USAREUR license. The trick is to PLAN ahead.

Resources: [Driving in Europe](#), [Drivers' Manual Germany](#), [USAREUR Practice tests](#), [Driving in Italy](#), [Obtaining a USAREUR license in Benelux](#), [SHAPE Belgium Lic.](#)



# Youth Sponsorship programs welcome new students all year long!



Afraid you don't know anyone at your new duty station? Not to worry! Child, Youth and School Services has a youth sponsorship program that supports incoming students throughout the school year and into the summer.

[School Liaison Officers \(SLOs\)](#) can assist with connecting youth to a local student in the same grade. SLOs can also help connect

you to information about events and activities in the community and schools. [Request a youth sponsor on your installation SLO webpage.](#)

Once school starts, student ambassadors are also available in most middle and high schools and some elementary schools to make your transition to the new school easier. **Ask the SLO if this is available in your new location. If there isn't a formal program in the school, don't despair! Most guidance counselors will assist with "introductions" to a student with common interests if a request is made. Ask your SLO for help.**

School Liaison Officers help students make connections for a smooth transition!



Make an online request for a Youth Sponsor through your post

[Army Europe School Liaison Officer](#)



Additional Resources for PCSing Students:

[Military Youth on the Move](#)

[Military Kids Connect](#)



**Got the PCS Blues?** Sometimes children may get frustrated with the fact that you had to move, or maybe they just don't feel comfortable yet no matter what you try. There are lots of people and resources ready to help your child cope with the emotional impact of the move!

\* [Military Family Life Counselors \[MFLCS\]](#) – provide short term confidential counseling support to military children and families.

\* ASACS Counselors - Army contracted counselors in most middle and high schools

\* [DoDEA Europe School Counselors & School Psychologists](#)

\* [Military OneSource](#) has access to free nonmedical counseling that's anonymous and available online, on the phone or in person. Twelve free sessions may occur in individual, couple, family or group settings.

\* Talk to your [SLO](#) for more information about what is available in your new community.



## Interstate Compact Supports Transitioning Military Students

As mobile military students move through various sets of curriculums, graduation requirements, and school systems they can suffer academically and socially. This is finally a front burner issue with many school districts in the states. All 50 states and several territories have signed an interstate compact that provides support to transitioning military families.

**The Interstate Compact on Educational Opportunity for Military Children** provides state commitment to support transitioning military children in the areas of Enrollment, Eligibility, and Graduation.

The Department of Defense Education Activity is not a state and therefore cannot become a signatory, however it has pledged to meet the expectations laid out in the compact and has signed an MOA with the DOD.

The Military Interstate Children's Compact Commission ([MIC3](#)) has established a website to keep military families abreast of updates and how they can rely on the compact provisions to support their transitioning students.

**For more information:**

[MIC3 website](#)

[Interstate Compact Guidebook](#)

[DoDEA on Interstate Compact](#)

[See your SLO](#)



# PCSing the Student Athlete

Moving with a high school athlete can present challenges. You want to ensure that the sport your child loves is available in the school you choose and that your child has a shot at being on the team even though he/she will be a “newbie”. It all comes down to RESEARCH, REPUTATION, being REALISTIC, & being READY!

**RESEARCH:** the options available in your new location. It may impact your home choice, so do it prior to choosing a place to live. A [School Liaison Officer](#) can assist you with information about the local schools and put you in contact with athletic directors at various schools and community programs. Make contact early to see what you need to participate. You can check out the school websites which your SLO can also provide. Contact the school to find out if there are any training dates or camps prior to tryouts or school starting.

**REPUTATION:** Often a student athlete is frustrated by a move because he/she has worked hard to earn a reputation with their coaches. Bring that with you! Request a letter of recommendation from the current coach prior to leaving. Take video of the athlete in action to bring along. Have any statistics at hand. In cases where a student might miss tryouts make arrangements to send a video link to the coach .

**Be REALISTIC:** Not all sports are available everywhere. Some locations are willing to start programs if enough students are interested. Your athlete might find they enjoy yet another sport that you hadn't thought of. Have an open mind. Some locations may also offer private or city recreation programs that have great travel teams. Some locations may have more intensely competitive programs than you are used to, You may enter a school with a relaxed attitude about competition. Some locations may conduct your sports season at a different time of year than you are used to.

**Be READY:** Have an up to date [sports physical](#) with you so your athlete is ready to start from day one if necessary. Be sure the physical meets the new school's requirements. Find out what equipment and supplies are the responsibility of the student to ensure you have what you need. Make contact with a current team member to find out about anything perhaps not listed on the site. You might be able to connect to an athlete through the Youth Sponsorship program, through a guidance counselor, or the athletic director. Ask your SLO for help! Maintain your nutrition and workout schedule even during the move. Your athlete doesn't want to be out of shape when tryouts start!



**Now go out there and WIN one for your Army Family team!**

## Interested in DoDEA High School Sports in Europe?

You'll need an up to date physical!

Most fall sports start training in the summer. For more information, contact your school's athletic director through the main office#. Contact your [SLO](#) for more info.

- ◆ [DoDEA Europe Student Athletics](#)
- ◆ [Video](#) –physicals
- ◆ [Physical Forms](#) ( Other forms accepted)
- ◆ HS Sports News:  
[Stars & Stripes Sports](#)



## Wanna play?

MWR Child, Youth and School Services Youth Sports Program offers a wide variety of recreational sports for children and youth.

Team and individual recreational sports for ages 3-18 are available.

In addition to season play, Youth Sports also offers a variety of instructional clinics.

Sports events are a great way for incoming kids to make new friends!

Contact your post's [Parent Central Services](#) office to enroll in a sport today!



# DoDEA Kindergarten: A Primer for Parents



Starting kindergarten?

## 10 FAST FACTS:

1. Kindergarten is a full day program.
2. Kindergarten enrollment is not required. It is a parent decision.
3. No single factor determines Kindergarten Readiness
4. Naps are not part of kindergarten.
5. Cut off age for kindergarten enrollment is five years of age by September 1st. The only exception made is if a child has already started kindergarten in a state that has a later cut off date. No “evaluations for exceptions” are made. Contact the SLO or school registrar for details.
6. Cutoff age for first grade is six years of age by September 1st . From 2nd grade on the requirement is “successful completion of previous grade.”
7. Kindergarteners start school about a week later than other grades to allow their teachers time to conduct home visits with students. Expect to be contacted for a home visit appointment.
8. Kindergarten students must be escorted to and from school or a bus stop.
9. For more information about the Kindergarten curriculum in DoDEA check out their Kindergarten Program Link . Also check out the PTA Kindergarten: Parents’ Guide
10. Students do better in school when their parents are involved.



# Planning on homeschooling in Europe?

Some parents elect to homeschool their children while OCONUS. This is a legal option open to all SOFA sponsored active duty military, DoD civilians, and contractors. No state or federal government permission is required.

Be aware that for German citizens home schooling is illegal and homeschooling is not common or recognized in other countries. You should be mindful of potential "looks" if you are out and about off post with your children during "normal school hours". In addition, to prevent unwarranted interest by local authorities you should use discernment when conducting "non-academic" activities or allowing children to be unsupervised outside the home during "normal" school hours.

The Netherlands does not have a SOFA agreement. Instead they have a "Friendship Agreement" which does not address homeschooling. Homeschooling is not "recognized" by the Dutch government. The Compulsory Education Act, Article 2, paragraph 1, states that school attendance is mandatory, so there may be challenges for homeschoolers going to Schinnen. Homeschool families moving to Europe should check with the School Liaison Officer for more information about homeschooling in their country or region.

School Liaison Officers may also connect homeschool families to local homeschool groups that sometimes share in field trips, PE, parties, curriculum fairs, science fairs, workshops and other educational and social activities.

Child, Youth, & School Services also offer special events/programs for homeschoolers in some locations.

Homeschool families may request special education evaluation and services in the DoDEA schools. Homeschool families also have the option of benefitting from some of the activities or classes within the DoDEA schools. For example, a homeschool student may wish to participate in an extra-curricular activity, take just an art or math course at the school, complete standardized tests, have access to online learning program memberships the school has, take select virtual school classes, or use school textbooks. All these options are open to eligible dependent homeschoolers through the on post schools on a space available basis. Students must have completed registration paperwork with the school and commit to regular participation in any chosen activity to allow for proper planning on the part of the teachers or activity sponsors.

For more information or to access local homeschool groups, contact your [School Liaison Officer](#).

[DoDEA Home School Website](#)



# Exceptional Family Member Program

When you transfer to a new duty station, everyone in your family has to make adjustments. When someone in the family needs special educational or medical services, there are often added challenges. Learning as much as you can about the help get you started on the right foot toward a successful move.

## What is the Exceptional Family Member Program?

The [Exceptional Family Member Program \(EFMP\)](#) is designed to provide support to military families with special needs. The EFMP is a multidisciplinary assignment tool that interfaces with other military and civilian agencies to provide comprehensive and coordinated medical, educational, community and personnel support to military families with special needs. Enrollment in the EFMP ensures consideration of the needs of family members in the detailing process.

## Who is eligible for the EFM Program?

Family members of active duty personnel or reservists called to active duty who meet the following criteria:

- ◆ Is enrolled in DEERS,
- ◆ Has been diagnosed with a chronic medical, mental health or educational condition (including gifted students) for six months or longer that requires special services
- ◆ Resides with the active duty sponsor.

## Must I enroll my family member with special needs in EFMP?

Yes, If you are an active duty family and someone in your family qualifies for the program enrollment is MANDATORY! Active duty service members will be screened for suitability prior to approval for accompanied travel. If the accompanying exceptional family member is enrolled in the EFMP, their needs will be considered early in the assignment process to ensure that medical and educational services are available. If their needs are only identified during the mandatory screening process, often the assignment will be delayed while their needs are coordinated with the gaining location.

It is recommended that civilians also complete screenings to determine whether your family member's needs can be met.

Whether transferring within the U.S. or overseas, researching the availability of services for the exceptional family member may seem like an insurmountable task. However, information is available through your installation MTF, EFMP Coordinator, and [School Liaison Officer](#) or from a variety of on-line sources such as [Military One Source](#).





# 10 TIPS for PCSing with special kids

**1. EFMP:** If you are active duty be sure you are enrolled in the Exceptional Family Member Program and have completed overseas clearance.

**2. Preparing your Child:** If your child doesn't adapt well to change, have a talk about your plans as soon as possible. Don't drop everything in one discussion, bit by bit provide information. Give your child time to digest the news and start to come to terms with the upcoming changes.

**3. Planning :** Waiting until the last moment to gather information, documents, advice, etc. isn't a good plan. Meet with your child's teacher or case study team to discuss goals and requirements for your child. Contact your SLO to help you identify the POC for special education at your new school. If possible, set up a time for a "warm handoff" teleconference between the two teams of educators.

**4. Gathering Documents:** Be sure to HAND CARRY all documents. An **up-to-date** IEP is vital. Your new school will have to honor the IEP upon arrival. If the IEP is expired the entire process will have to begin again! The school will likely do a re-evaluation within the first month or so. Having copies of previous evaluations will be extremely helpful if there is a divergence of opinion. The Special Care Organizational Record ([SCORE](#)) may help you keep all your information in one place.

**5. Furniture Pick up Day:** If appropriate, allow your child to select some of the items that will go with him/her. Provide bright stickers in one color to put on all the boxes in your child's room, so when items are delivered you know right away which items go in his/her room. This will allow you to get your child's items out and set up quickly making him feel more at home in your new quarters.

**6. Childcare** If your child won't do well with the confusion that a moving day brings, consider utilizing hourly care or have one parent deal with the move and the other spend time with the child. You can have your child registered in CYS Services and eligible for hourly care before you arrive! Contact your local [Parent Central Services](#) for details. Or go to [MWR Online Services](#) You will also be able to access youth sports, lessons, and activities through CYS Services. The sooner your child is involved in something they love the easier the transition will be.

**7. Diet:** Often when we are busy with moving and in and out of hotels we don't exactly have stellar diets. The increase in fats, salts, and sugars may impact your child's behavior. Be cognizant of how your child reacts to food and make choices accordingly. Have a few items handy in a bag for those times that you aren't presented with a good choice for a peckish child. If your child has specific dietary needs, allow ample time to find what you need in your new community.

**8. Patience:** Allow yourself and your child a bit of slack. People don't like change, and as a result of all the turmoil a move brings tempers may flare or standards may need to be relaxed a bit. It's ok.

**9. Make connections:** Contact your [SLO](#) or [Army Community Service](#) office (click on your installation and Community Support) to find out about any support groups for parents with similar challenges. Request a youth sponsor for your child through the online application on your post's [SLO website](#).

**10. Attitude!** Children often get their cues from adults. If you approach every PCS as an adventure you will provide your child with a feeling of safety. "If mom and dad are cool with it maybe it's not so horrible" But if mom and dad are panicking and acting like the world is ending when things don't go according to plan..... Guess who else is more likely to feel that way?

Show some POSITITUDE! It will make for an easier PCS and a happier child.

## Helpful links:

- ◆ [Exceptional Family Member Program Quick Guide](#)
- ◆ [Army Med. Com. EFMP](#)
- ◆ [Procedural Safeguards \(Parent Rights - Special Education\)](#)
- ◆ [EDIS](#)
- ◆ [Special Needs Toolkit](#)
- ◆ [DoDEA support directory](#)
- ◆ [DoDEA SPED Procedural Guide.](#)
- ◆ [Free online special ed. courses for parents and teachers](#)
- ◆ [Respite Care](#)
- ◆ [Military One Source](#)
- ◆ [STOMP](#)
- ◆ [Wrightslaw](#)
- ◆ [Special Care Organizational Record](#)
- ◆ [DoDEA-E Special Educator Resource Directory](#)



## Help your child say goodbye to a school

- Leaving a school and classmates is hard at any age. Thanks to the internet older students have ways of making sure they can stay in touch, but departing can still be difficult. All ages may fear the unknown of the new school. The more informed you are **before you leave the less fear your child will have. It's easier jumping if you know** where you will land. [Contacting a SLO](#) and getting informed as much as possible about your new location will make departing the current school easier.
- Let the teacher know the impending move is hard. DoDEA teachers often have children coming and going and many have come up with special ways to mark the move. The earlier you let the teacher know you are moving the better support the teacher can be.

Example: Teacher passes around a small stone from the playground. Each child shares a memory of the departing student while holding the stone. Stone is given to the child to **“hold” all their memories and “keep” their good thoughts with them wherever they go.**

- Make a video of your child at the school talking about the school, their teachers, and **friends. “Interview” staff and friends. It will be a nice memory for later and bring a smile to their face.**
- Have your child write a thank you letter to his/her teacher.
- Create a scrapbook of their time at the school. Include a class photo. Write one comment or memory about each member of the class. If you do this with every move they will come to realize wherever they go, they will make good memories and thus more readily anticipate new ones.
- For some, marking the last day with something special like a class snack may be **helpful, but for others it may be overwhelming. Consider your child's personality when deciding how that last day should go.** Some parents check their child out just a few moments early so they aren't in the **“dismissal tornado” when their emotions are high.**
- Stay connected. If you are moving mid year, sending a letter or email to the class telling about the new school can be helpful.
- Students go through a bit of a grieving process when they leave the familiar. Expect to **hear comparisons to the “old school” quite a bit initially. It's their way of hanging on. Be patient, eventually the new school will be their “familiar”.**



## Planning to PCS before school is out?



Some school districts will allow your child to complete additional **work prior to departure in order to “close out” the semester with a final grade and full credit.** DoDEA schools allow this, but you may have to inquire if this is a possibility with other school districts.

**Even if it isn't normally done, many schools will work with you, you just need to ask.** This is only done when PCSing close to the end of a semester. If you are making a move during the school year, it is advisable that you inform the school as early as possible in order to explore options that will not negatively impact grades. HS students most especially have specific issues that your guidance counselor **can assist with. It's best to connect your old school with your new**

location in Europe. [Contact your SLO](#) for assistance in making this connection!

**If you aren't in the window to close out a semester it is vital that you get a copy of your child's withdrawal grades to provide to the new school.** [Your SLO](#) can assist you with any questions or concerns you have as you prepare to make this move.

## Non DoD Schools Program (NDSP)

Some duty stations in Europe do not have DOD schools in some or all grades. Dependent students in these locations are served by the Non DoD Schools Program (NDSP) which provides access to English language educational options. This program is not available to local civilian hires. Most NDSP supported locations are remote or in embassy locations. There are two Army Europe posts whose high school students are served by NDSP. High School students at Camp Darby, Italy and Garmisch, Germany are served through the NDSP program. (Elementary and Middle School students attend DoDEA schools in those locations.) There are additional options such as homeschooling or boarding school, but the vast majority of high school NDSP students attend International Schools in the area. Special needs support in NDSP locations is more challenging and parents should review level of support prior to PCSing to an NDSP location. The enrollment process is a bit more complicated, so if you have a high school student and are heading to one of these locations, please be sure to contact the local [School Liaison Officer \(SLO\)](#) as soon as possible. If you have orders to a remote location or embassy contact the [Army Europe Region SLO](#). Your SLO can help guide you through this process.



[NDSP program.](#)

[NDSP Orientation](#)

[Contact NDSP](#)



# Learn about your new home!

Moving to a new country can be exciting and sometimes scary. Learning about where you will be living may make your child feel more at ease about the move and get them excited about living in Europe. The [School Liaison Officer](#) webpages for Army Europe all offer a “Learn about your new home!” section. There are pages for Germany, Italy, and the Benelux. Kids can watch videos about their new country, do activities, and learn to say a few words in the local languages. Go to [europe.armymwr.com/slo](http://europe.armymwr.com/slo) and click on your installation to learn about your new home! Some locations also offer cultural orientations for students. Ask your [SLO](#) what is available in your location.

Welcome to Europe!

## Wondering what to do when school is out?

Army Child, Youth and School Services offers regular before and after school care as well as hourly care, for elementary school age students. Our youth centers offer a free, safe, and fun place for middle & high schoolers to hang out after school. There are also special full day sessions and events on school's out dates. Contact your post's [Parent Central Services](#) office for more information. If you are already registered with CYS Services in your current duty station, you can request that they forward your registration to your new Europe location! If you've never registered for CYS Services you can save time and complete your registration prior to arrival on [Army MWR Online Services](#) (Webtrac)



Elementary or Middle through High School; There is a fun place to be when school is out!



## School Lunch Accounts

- ◆ If your child will be attending a DoDEA school,\* be sure to stop by the AAFES Exchange customer service to set up a pre-pay lunch account.

[AAFES Student Meal Program Information](#)

- ◆ You can also sign up online for My Payments Plus which allows you to get a trigger email if your child's lunch account is low so they never are caught without lunch money. Go to [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com)



## FREE AND REDUCED MEAL APPLICATIONS

ALL student meals are subsidized by the USDA. The rate of support varies by qualifying category. By participating in the free or reduced price meal plan you increase the rate of reimbursement the school receives from the USDA and thus save the schools money!

Applications are completed online making the process easy and quick! Only one annual application per family required. Simply go to the following link to apply.

<https://freeandreducedapps.aafes.com/>

- Receive confirmation of application status typically within 24 hours.
- Your child's lunch account is automatically updated to reflect the free or reduced price status for the remainder of the current school year.
- Applications must be made annually.
- 3% of approved applicants are randomly selected to take part in an annual verification process.
- All students including those who qualify for free or reduced price meals need a lunch account to participate.
- If you are eligible for free or reduced lunch now and are PCSing midyear, you may wish bring your documentation of eligibility because eligibility is for the entire school year no matter which school the student attends. (Some families find it easier to just reapply online, however.).
- You do NOT include housing allowance as part of total family income when stationed in Europe. so families that don't qualify stateside may qualify in Europe.



### Helpful links:

[AAFES - Online Free/Reduced application](#)

[Eligibility Guidelines](#)  
(use Alaska chart)

[Eligibility Manual](#)

[USDA National School Lunch Program](#)

[Nutrition Standards](#)



# School Transition Check List Europe INBOUND



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. Contact your School Liaison Officer [SLO] for assistance.

| DOCUMENTS YOU MAY NEED   | TO DO LIST  |
|--|---|
| <input type="checkbox"/> Birth Certificate / Passport  | <input type="checkbox"/> Notify your current school registrar and child's teacher of upcoming PCS (Minimum two weeks prior)   |
| <input type="checkbox"/> Immunization Record   | <input type="checkbox"/> Complete withdrawal paperwork  |
| <input type="checkbox"/> Health Records/ Sports Physical   | <input type="checkbox"/> Request Current Official Records/Transcripts   |
| <input type="checkbox"/> Legal documents (i.e. custody papers)   | <input type="checkbox"/> Contact your current <a href="#">School Liaison Officer (SLO)</a> for information & assistance with this transition and make contact with an Army Europe SLO <a href="#">at</a> your new location.   |
| <input type="checkbox"/> Sponsor's Orders ( OR Verification of Employment Letter, Contract, Personnel Action )   | <input type="checkbox"/> REGISTRATION Step ONE: Complete <a href="#">Online PRE- Registration with DoDEA</a> This registers you to the community schools. Once you know which school your child will attend you will need to finalize registration with them. Check with SLO regarding school zones.  |
| <input type="checkbox"/> Proof of Command Sponsorship  | <input type="checkbox"/> REGISTRATION STEP TWO: Register with the school. Ask SLO about possibility of downloading new school's registration packet and forwarding to school registrar to complete prior to arrival OR complete in person at the school upon arrival. Students may start the day after registration is complete. Registration packets found on each school website. |
| <input type="checkbox"/> Copy of Transcripts/Cumulative Folder to hand carry   | <input type="checkbox"/> Request appointment with new school's guidance counselor. (Especially important for HS students)   |
| <input type="checkbox"/> Current Schedule  | <input type="checkbox"/> Sign up for before/after school care, youth sports, & other activities through CYS Services. You can have registration transferred to new post! See <a href="#">Parent Central Services</a> for details!   |
| <input type="checkbox"/> Report Card   | <input type="checkbox"/> Ask school for work your child can do during move.   |
| <input type="checkbox"/> Withdrawal Grades / Progress Reports  | <input type="checkbox"/> Return any equipment, texts, or library books to school.   |
| <input type="checkbox"/> Test Scores & Formal assessments  | <input type="checkbox"/> Close out your current school lunch account. You will set up a new lunch account with the Exchange upon arrival. You can <a href="#">apply for free/reduced lunch</a> online one you registered with the school . You will need a DoDEA Student ID#.   |
| <input type="checkbox"/> Up to date Individualized Education Plan (IEP), 504 Plan, IFSP, ESL records as applicable   | <input type="checkbox"/> If you are due items such as yearbooks, you may need to leave postage to cover shipping.   |
| <input type="checkbox"/> HS Teachers' letters of recommendation  | <input type="checkbox"/> Ask the SLO about extra curricular and sports try-out information.   |
| <input type="checkbox"/> JROTC or other activity records   | <input type="checkbox"/> Request a youth sponsor online on your <a href="#">SLO webpage</a> .   |
| <input type="checkbox"/> Housing assignment letter, off post lease agreement or lodging receipt to determine school zone. (Be aware that if attending school when in a hotel, you attend the school zoned for the hotel. )   | <input type="checkbox"/> Log onto " <a href="#">Military One Source Military Youth on the Move</a> " for tips on how to make this transition easier.  |
| <input type="checkbox"/> Contact information for current school  | <input type="checkbox"/> Find out how the <a href="#">Interstate Compact on Educational Opportunity for Military Children</a> can help if need be!  |
| <input type="checkbox"/> Contact information for two local "emergency contacts." You may need to identify someone in your new command to be emergency contacts until you make new local friends to identify.   |   |
| <input type="checkbox"/> Free or reduced lunch status documentation. (if applicable) Your eligibility can travel with you during current school year. OR you can just <a href="#">re-apply online</a> once you are registered here. Housing allowance is not included in total income overseas so you may qualify in Europe, when you didn't in the USA. |   |



[Access your School Liaison Officer \(SLO\)](#) for information, assistance, and referral on school issues to include: school transition, youth sponsorship, deployment support, home schooling, special needs, college and career planning, and more. Find your SLO in Europe at [Europe.armymwr.com/slo](http://Europe.armymwr.com/slo)

[Access your CYS Parent Central Services Office](#) for childcare, before and after school care, youth sports & activities, middle school teen centers, and more!

## COOL ONLINE TOOLS FOR LIVING IN EUROPE

[Time Zone Converter](#)

[Language Translation Tool](#)

[Language Translation with Pronunciation Tool](#)

[Currency Conversion Tool](#)

[Weights & Measures Conversion Tool](#)

[Clothing Size Conversion](#)

**[Children's & Adult's Size Conversion](#)**

[Temperature Conversion](#)

[European Electricity/Outlets](#)

[Electricity in Italy](#)

[Europe News in English](#)

[Trains Germany](#)

[Trains Belgium](#)

[Trains Netherlands](#)

[Trains Italy](#)

[How to use the phone in Europe](#)

[Call for Emergency Assistance 112 in Europe](#)

