



## TRANSITIONING FROM DEEP CREEK HIGH SCHOOL TO YOUR NEXT SCHOOL

There are so many tasks that occupy a military family when PCSing to their next duty station that often in can become overwhelming. To help you with the transition, here are a few quick tips and guidelines to withdrawing your student.

1. As soon as you receive orders, please notify our guidance office in writing the date of your child's last day. This will help us determine how we can assist your student in closing out any credits earned during the current school year.
2. Contact the School Liaison Officer, (SLO) at your new duty station. The SLO can assist you with information about your new location and provide useful information on what to expect in your transition. Our guidance office can assist you in finding the contact information.
3. Make an appointment with our guidance office to officially withdraw your student so we can reduce any possible wait times.
4. In preparation for withdrawal, have your student turn in any library books they may have in their possession and pay any unpaid fines or dues to the bookkeeper.
5. If applicable, see the nurse to collect any medication prescribed to your student that is housed in the nurse's office.
6. At your withdrawal appointment, request a copy of your student's academic transcript, test scores, and if applicable, an updated IEP plan to hand carry to the receiving school. This will assist in assessing the course placement at receiving school. During your enrollment appointment at your destination, the receiving school will request official records.

Should your child show any concerns regarding their transition, please let us know. Our Student 2 Student program can assist them in finding a student mentor at their receiving school that may help in providing information to help alleviate any stress.