



Moving schools—checklist for parents

Defence Community Organisation

Defence Community Organisation provides a range of support for families with school-aged children when they post to a new location.

We've developed a handy checklist for parents which includes things to do before you move, details the documentation you'll need and things you can do on arrival to help your child settle in to their new school.

BEFORE YOU LEAVE

Before you leave your current location it's handy to complete the following:

- notify the current school of your move
- discuss the move with your child, answer any questions they may have, and reassure them
- ask the school for reports, samples of work and other relevant information you can take with you
- if you have selected a new school in the location you are posting to, contact the new school for information, or speak to the education liaison officer in your new locations about schooling options.

RECORDS AND DOCUMENTATION

It's handy to put together the following list of documents and records for when you arrive in your new location:

- copy of your child's birth certificate
- your child's immunisation record
- your child's most recent report and/or NAPLAN report
- an updated assessment of special needs
- samples of school work

- any other information relevant to your child's education.

ON ARRIVAL AT THE NEW LOCATION

When you arrive at your new posting location:

- make appointments with the principal or enrolment officer at your child's new school, or schools you are interested in
- inform the school of where your child attended previously, and complete the Student Data Transfer parental consent form to allow your child's records to be transferred between schools
- at the appointment, discuss your child's strengths and weaknesses, placement, special needs (if applicable), school policies and wellbeing programs
- talk to your child about their new school and discuss any questions or concerns they might have and reassure them
- familiarise yourself and your child with their new school routines, requirements, expectations
- establish forms of communication between school and home
- allow approximately four weeks for your child to settle in and for teachers to get to



know them, and then make a time to meet with their new teacher to discuss progress or concerns. Don't just rely on parent/teacher interviews

- talk to your local education liaison officer about eligibility for Education Assistance Scheme support if your child's new school thinks they are behind and needs additional tutoring.

EDUCATION LIAISON OFFICERS

Our education liaison officers provide education support to families when they move around the country. They can provide information and advice about schools and the state or territory education system as well as referral and specialised assistance.

They can help families with:

- local school information and work with parents, students and teachers to manage the transition to a new school
- linking families with education providers, resources or support agencies according to the child's needs (including children with special needs)
- working with schools to ensure a supportive educational environment and to raise awareness of the issues facing students from Defence families
- informing families about the Defence support services available, including financial assistance through the Education Assistance Scheme.

Defence Community Organisation offers a wide range of support services for ADF members and their families.

For more information on this factsheet and other Defence Community Organisation support services visit

www.defence.gov.au/dco or call the all-hours Defence Family Helpline on 1800 624 608.

