

Child & Youth Services Transition Referral Form

Please type requested information

Sponsor:	
Preferred Email:	
Preferred Phone Numbers:	
Current Duty Station:	
New Duty Station:	Arrival Date:
Residence Location Installation Housing:	Other City/Town & County:
Preferred School District <i>(if applicable)</i> :	
Or Home School:	
Or Private School:	
Current School Liaison Officer: Email/ Phone: <i>Pre-fill by each Army installation:</i>	
*New Duty Station School Liaison Officer: Email/Phone:	

* To be completed by Current School Liaison Office; listing of all military school liaison officers:
www.dodea.edu/Partnership/schoolLiaisonOfficers.cfm

School Aged Dependents / Early Childhood IEP

Student Name	Age	Grade (current or next)	IEP/504	Youth Sponsor	Other Applicable Information

Once New Duty Station (receiving) SLO is identified, current SLO sends email introduction of family to receiving SLO, attaching completed transition form. Pending school information provided by family, current SLO can provide Info Paper for new Army duty station and must provide Transition Checklist. If Youth Sponsor is requested, receiving SLO is to complete an email introduction to YC/ School Youth Sponsorship/ Ambassador Program POC. POC initiates YS Request form and process for youth sponsorship. Otherwise receiving SLO engages with family for school transition support.