The portfolio contains well-organized documentation needed for your child’s school registration and future school transitions. Here’s what you need:

1. Provide a 2 or 3-inch binder and at least 6 tab dividers.
   Gather important documents, certificates, reports, complimentary letters written about your child, work, samples and other quality work your child has done.

2. Put portfolio together and review every six months to keep it current.

3. Reinforce with your child that the portfolio is theirs and a reflection of their success.

4. Store your child’s portfolio in a well-located site and carry with you during transitions.

Table of Contents

Tab 1  Personal Information
Address; SSN; Birth Certificate; Military Orders; Proof of Residency; Legal Documents; Health Records; Immunizations

Tab 2  Current School
School Website; Address; Phone; POCs like Registrar, Teachers and Extracurricular Staff Course Description Book/Grading Scale School Profile/Handbook
Copy of the Cover of Each Textbook; Table of Contents; Syllabi

Tab 3  Records
Copy of Cumulative Folder (only copy mailed between schools is considered official) Current Schedule Report Cards; Unofficial Transcript; Withdrawal Grades (if moving during the school year) Test Scores (PSAT, SAT, PreACT, ACT, State Standardized Test Results) Attendance and Tardy Records

Tab 4  Special Programs Records
Individual Education Plan (IEP) or Section 504 Plan English as a Second Language (ESL) or Gifted Program At-Risk or other Action Plans for Classroom Modifications

Tab 5  Profile
Activities Records (extracurricular) Volunteer Log; Employment Information Writing Samples; Essays; Other Work Samples or Performance Assessments Letters of Recommendation Resume Academic Recognitions; Competitions

Tab 6  New School
School Name; Address; Phone Number; POC’s Email; Contact Log Calendar, Policies Registration Information

For More Information: PARENTS@MILITARYCHILD.ORG
Sample Resume Outline

Resume for: ________________________________ Date Created: ______________

Address:
Street: __________________ City: __________________ State: __________

Phone #: _________________ E-mail address: ____________________________

Education:
School:
GPA: __________ 4.0 scale for _________ semesters
Date of Graduation: ________________

School Activities: (List name of activity with details like dates involved, leadership positions held, etc.)

•
•
•

Community Activities: (List name of activity with details like dates involved, leadership positions held, etc.)

•
•
•

Honors and Awards:

•
•

Work Experience: (List specific responsibilities, dates of employment, name of supervisor)

•
•

Special Interests/Hobbies:

•
Resources for Transitions

Military Child Education Coalition (MCEC) has information and tips on transitions. Check to see if there is a Military Student Transition Consultant (MSTC) in your area, www.MilitaryChild.org. Check if the school has a Student 2 Student Program: https://www.militarychild.org/audience/students


Great Schools has ratings and school information to help parents find the right school for their children. The website also includes a state test guide. www.GreatSchools.org

Max Preps is a source for high school sports. www.MaxPreps.com


Military Kids Connect (MKC) is an online community for military children ages 6-17. It gives access to age-appropriate resources to support children dealing with the unique psychological challenges of military life. https://militarykidsconnect.dcoe.mil/

Military One Source has a variety of resources for transitioning families including a Plan My Move guide and confidential counseling. Call 800-342-9647 to speak with a consultant. https://www.militaryonesource.mil/

School Digger has test scores, rankings, school and district boundaries, student/teacher ratios, and more. https://www.schooldigger.com/

School Liaison Officer (SLO) listings: https://branchta.org/role-school-liaison-officer-slo or https://www.dodea.edu/Partnership/schoolLiaisonOfficers.cfm