



Illinois Military Student Transfer Tool Kit



Illinois Educational Opportunities for Military Children Council

Recognizing that relocating your family is a difficult task, the Illinois Educational Opportunities for Military Children Council has developed this tool kit to help you prepare for your student's transition to a new school.

Illinois welcomes you!

Transfer Check List

Documents & Records	What do I need?	Helpful Hints
Academic Records	District policies on what student records are appropriate as well as the timeline for providing them may vary. Through June 30, 2015, out of state students may provide an unofficial transcript until an official transcript can be obtained from the previous school. (105 ILCS 10/8.1).	<p>Contact the district in advance for more information about what is expected and by when to provide it.</p> <p>Students cannot be refused enrollment for failing to provide a temporary transcript from their previous school.</p> <p>To ensure that your family is connected with all resources and supports for which you are eligible, you may indicate that the student is a member of a military family when registering.</p>
Course Credit Transfers & Graduation Requirements	Students may transfer into a comparable course to continue credit work for a course from which they transferred if the receiving district offers such a course and there is space available, including gifted courses. (105 ILCS 70/35).	<p>Obtain student transcript and course descriptions where available to prepare for transition.</p> <p>Receiving district can assist in determining a current or future schedule that satisfies any pre-</p>



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	<p>Receiving school district determines if courses taken at the student's previous school count for pre-requisite course requirements for any course the transfer student wishes to take.</p> <p>Receiving district may work with transfer student to determine an appropriate schedule to ensure student graduates provided that the student has met district's minimal graduation requirements which may be modified to accommodate scheduling conflicts but not student's academic failure. (105 ILCS 70/35).</p>	<p>requisites for courses that a student wishes to take.</p> <p>If a student transfers during his/her senior year and the receiving district cannot make reasonable adjustments to ensure graduation, then the district shall make every reasonable effort to ensure student receives diploma from sending district.</p>
<p>English as a Second Language</p>	<p>Each school district must administer a home language survey for each student in preschool, kindergarten, or any of the grades 1-12 who is entering the district's schools or any of the district's preschools for the first time, including children of military families. The purpose of the home language survey is to identify students who have a language background other than English. The district must screen students, identify English Learner students (ELs), to determine services to be provided per 105 ILCS 5/14C. Schools must provide services to ELs to ensure that students' language needs are appropriately met. (23 IAC 228, et seq.).</p>	<p>To ensure that your family is connected with all resources and supports for which you are eligible, you may indicate whether another language other than English is spoken at homes when registering. The district will then screen/test the student to see whether he/she qualifies for additional language support services.</p>



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<p>Gifted/Honors/Accelerated Courses</p>	<p>Students may transfer into a comparable course to continue credit work for a course from which they transferred if the receiving district offers such a course and there is space available, including gifted, honors, and accelerated courses. (105 ILCS 70/35).</p> <p>Receiving school district determines if courses taken at the student's previous school count for pre-requisite course requirements for any course the transfer student wishes to take.</p>	<p>Obtain student transcript and course descriptions where available to prepare for transition.</p> <p>Receiving district can assist in determining a current or future schedule that satisfies any pre-requisites for courses that a student wishes to take.</p>
<p>Special Education Services</p>	<p>Students eligible for special education and related services should present the student's current individualized education plan (IEP) to the receiving school as soon as possible. The student shall be placed in accordance with the student's IEP.</p>	<p>To inquire about accommodations or program details for students with special needs, please contact the district office or the school your child will attend.</p>
<p>Health Examinations</p>	<p>Illinois schools require a health exam for students entering school for the first time as well as students entering 6th grade & 9th grade. (105 ILCS 5/27-8.1).</p>	<p>Request a copy of appropriate documentation from your health care provider.</p> <p>Contact the district your child will enter to ask about types of acceptable documentation, timeline for submitting records, & where to send the documentation.</p> <p>Parents or guardians may opt out of the exam on religious grounds by submitting a written</p>



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		<p>statement indicating this preference in which case the student will not be required to receive an exam.</p>
<p>Screenings & Immunizations</p>	<p><u>Tuberculosis (TB) Test</u> The Illinois Department of Public Health requires a tuberculosis test as a part of each child’s health exam for those who will be residing in an area of high tuberculosis incidence. (105 ILCS 5/27-8.1).</p> <p><u>Immunizations</u> Every child enrolling in an Illinois school must provide proof that she/he has been vaccinated against preventable, communicable diseases prior to October 15 of that school year or the date established by a local district.</p> <p>Through June 30, 2015, students transferring from out of state who are unable to provide proof of immunizations by the appropriate date, she/he may attend classes if she/he is able to provide documentation of a scheduled appointment.</p> <p>If the child is unable to obtain the necessary immunizations by October 15 or the date established by the local district, you may be granted an extension from the local district by obtaining proof that an</p>	<p><u>Tuberculosis (TB) Test</u> Contact the local health department to determine whether or not a tuberculosis test is required in your area.</p> <p><u>Immunizations</u> School district may establish its own date for providing proof of immunization. Contact the local district as soon as possible to ensure a smooth transition.</p> <p>Districts are required to post notice of immunization deadline 60 days in advance. Check the district website or contact their office.</p> <p>To learn more about the specific immunizations that are required, please contact the receiving district.</p> <p>Parents or guardians may opt out of the exam on religious grounds by submitting a written statement indicating this preference in which</p>



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	appointment has been scheduled along with a letter stating the reason for the delay from your health care provider. (105 ILCS 5/27-8.1).	case the student will not be required to receive an exam.
Dental Examinations	All children in kindergarten, 2 nd , & 6 th grades in Illinois must have a dental exam by May 15 th of that school year. Each student will be required to present proof of this exam. (105 ILCS 5/27-8.1).	<p>Districts must post notice of the dental exam requirement no later than 60 days in advance of the May 15 deadline. Check the district website or contact their office.</p> <p>If a student does not provide documentation of the dental exam, her/his report card may be held until proof of the exam is submitted or that an appointment for the exam will take place within 60 days of May 15.</p> <p>Districts must also have a process in place for students who demonstrate an undue burden for receiving the exam including lack of access to a dentist.</p> <p>Parents or guardians may opt out of the exam on religious grounds by submitting a written statement indicating this preference in which case the student will not be required to receive an exam.</p>
Eye Examinations	All children enrolling in Illinois schools for the first time	Students will not be excluded from attending



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	<p>need an eye exam & proof of the exam should be submitted by October 15 of the school year. (105 ILCS 5/27-8.1).</p>	<p>class for failing to receive an eye exam. However, if a student does not provide documentation of the eye exam, her/his report card may be held until proof of the exam is submitted or that an appointment for the exam will take place within 60 days of October 15.</p> <p>Districts must also have a process in place for students who demonstrate an undue burden for receiving the exam including lack of access to a dentist.</p> <p>Parents or guardians may opt out of the exam on religious grounds by submitting a written statement indicating this preference in which case the student will not be required to receive an exam.</p>
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Key Contacts

State Resources	Point Person	Contact Information	Office Website & Phone Number
Illinois State Board of Education	Michele Carmichael Principal Consultant	mcarmich@isbe.net	http://isbe.net/learningsupports/html/military.htm (866) 262-6663/(217) 782-4321
Illinois Educational Opportunities for Military Children's Compact (IEOMCC)	Brian Riegler Commissioner	briegler@wps60.org	(847) 360-5646
	Amber Kirchhoff Council Staff	amber.kirchhoff@illinois.gov	(312) 814-3878 www.illinois.gov/militarychildren

Local Resources	Point Person	Contact Information	Office Website & Phone Number
Mascoutah School District	Craig Fiegel Superintendent	fiegelc@mascoutah19.k12.il.us	http://mascoutah.il.schoolwebpages.com/ (618) 566-7414
Naval Station Great Lakes	Anne Kondziela School Liaison Officer	anne.kondziela@navy.mil	http://www.mwrgl.com/child_youth/slo/slo.htm (847) 688-5700
North Chicago School District	Ben Martindale Superintendent	bmartindale@d187.org	http://d187.org/ (847) 689-8150



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O'Fallon High School District	Darcy Benway Superintendent	BenwayD@oths.k12.il.us	http://www.oths.k12.il.us/pages/O_Fallon_High_School (618) 632-3507/(618) 622-9647
O'Fallon School District	Todd Koehl Superintendent	TKOEHL@ofallon90.net	www.of90web.net/ (618) 632-3666
Rock Island Arsenal	Lorna McDaniel-Wilson School Liaison Officer	lorna.j.mcdaniel-wilson.naf@mail.mil	www.ria.army.mil/ (309) 782-2165
Rock Island School District	Mike Oberhaus Superintendent	mike.oberhaus@risd41.org	http://rockislandschools.org/risd/ (309) 793-5900
Scott Air Force Base	Cindy Doil School Liaison Officer	Cynthia.Doil@scott.af.mil	http://www.scott.af.mil/library/newcomers/index.asp (618) 256-9595

Regional Resources	Point Person	Contact Information	Office Website & Phone Number
Regional Offices of Education (ROE)	Regional Superintendent		http://www.isbe.state.il.us/regionaloffices/pdf/roe_directory.pdf



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IL Elementary School Association (IESA)	Interscholastic Athletics and Activities		http://www.iesa.org/ 309-829-0114
IL High School Association (IHSA)	Interscholastic Athletics and Activities		http://ihsa.org/default.aspx (309) 663-6377