MILITARY FAMILY RESOURCE

The PCS-to-CMASAS Checklist

A STEP-BY-STEP PRINTABLE GUIDE TO HELP YOUR FAMILY STAY ORGANIZED BEFORE, DURING AND AFTER YOUR MOVE

STUDENT NAME
DESIRED START DATE

1

AS SOON AS ORDERS ARRIVE

Start planning the transition

GATHER INFORMATION EARLY SO CMASAS CAN UNDERSTAND YOUR STUDENT'S NEEDS AND YOUR FAMILY'S TIMELINE.

DONE	STEP	WHAT YOU NEED	WHO HANDLES THIS
☐	SCHEDULE AN INFORMATION CALL	ENROLLMENT QUESTIONS AND A FIT CONVERSATION	PARENT • CMASAS
☐	GATHER RECORDS	REPORT CARDS AND CURRENT COURSE LIST	PARENT
☐	NOTE LEARNING NEEDS	IEP, 504 PLAN, OR OTHER SPECIAL CONSIDERATIONS	PARENT
☐	CONFIRM TIMELINE	PCS REPORT DATE AND DESIRED START DATE	PARENT

WE CARE

ABOUT 30 DAYS BEFORE THE MOVE

2 Enroll before moving

COMPLETE THE MAIN ENROLLMENT STEPS SO THE STUDENT'S SUPPORT TEAM AND LEARNING CAN BE READY.

DONE	STEP	WHAT YOU NEED	WHO HANDLES THIS
☐	CREATE AN ACCOUNT	REGISTER AT STORE.CMASAS.ORG	PARENT
☐	SELECT A TUITION PLAN	PAY REGISTRATION FEE AND FIRST MONTHLY PAYMENT	PARENT • CMASAS
☐	COMPLETE REGISTRATION FORM	COMPLETE AND SUBMIT THE EMAILED REGISTRATION FORM	PARENT
☐	APPLY FOR MILITARY DISCOUNT	SUBMIT THE FORM AND PROOF OF SERVICE FOR THE 10% TUITION DISCOUNT	PARENT • CMASAS
☐	WATCH FOR WELCOME EMAILS	MESSAGE FROM ON-BOARDING, THE LEAD PRINCIPAL AND THE PEC	CMASAS
☐	REQUEST TRANSCRIPTS	UNOFFICIAL RECORDS FROM THE PRIOR SCHOOL	PARENT • CMASAS
☐	SCHEDULE PEC MEETING	BUILD THE PERSONALIZED EDUCATION PLAN (PEP)	FAMILY• PEC

WE CARE

WITHIN THE FIRST 30 DAYS OF ENROLLMENT

3 Submit required documentation

FINISH THE REMAINING FORMS AND SCHOOL-RECORD REQUIREMENTS AFTER STUDENT BEGINS

DONE	STEP	WHAT YOU NEED	WHO HANDLES THIS
☐	SIGN HANDBOOK	PARENT AND STUDENT HANDBOOK	PARENT
☐	SUBMIT PARENT CONSENT	SIGNED CONSENT FORM	PARENT
☐	PROVIDE PROOF OF ID	REQUIRED IDENTIFICATION DOCUMENTATION	PARENT
☐	SUBMIT TRANSCRIPTS	UNOFFICIAL TRANSCRIPTS FROM THE PRIOR SCHOOL	PARENT

DURING THE MOVE

4 Keep learning flexible

USE CMASAS AS THE FAMILY'S SCHEDULE ALLOWS. A MOVE DOES NOT REQUIRE A PERFECT SCHOOL ROUTINE.

DONE	STEP	WHAT YOU NEED	WHO HANDLES THIS
☐	CONTINUE COURSEWORK	LOG IN AS YOUR SCHEDULE ALLOWS. THERE IS NO PENALTY FOR TAKING DAYS OFF	STUDENT
☐	SAVE PEC CONTACT INFORMATION	KEEP PEC CONTACT DETAILS EASILY ACCESSIBLE	PARENT • CMASAS
☐	TRACK THE TIME-ZONE CHANGE	NOTE THE NEW TIME ZONE FOR FUTURE MEETING AND CHECK-INS	PARENT

AFTER ARRIVAL

5 Settle into the new routine

UPDATE SCHOOL INFORMATION AND RECONNECT WITH THE STUDENT'S SUPPORT TEAM ONCE YOUR FAMILY IS SETTLED

DONE	STEP	WHAT YOU NEED	WHO HANDLES THIS
☐	UPDATE THE MAILING ADDRESS	EMAIL STUDENTACCOUNTS@CMASAS.ORG AND THE PEC	PARENT
☐	RE-ESTABLISH A ROUTINE	RESUME A CONSISTENT DAILY LEARNING RHYTHM	FAMILY
☐	RECONNECT WITH THE PEC	DISCUSS NEW CIRCUMSTANCES, INCLUDING THE TIME ZONE OR LIVING SITUATION	PARENT • PEC

Ready to enroll?

CONTACT CMASAS ADMISSIONS TO DISCUSS YOUR STUDENT, PCS TIMELINE, AND DESIRED START DATE.

Email: info@cmasas.org

Call 503-226-7374