

School Liaison Office

U.S. Army Yuma Proving Ground

301 C. Street

Building 1102

Yuma, AZ 85365-9498

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Hours: Monday- Thursday 0530-1500

*Fridays by appointment.

Creating Connectivity between Parents, Schools and the Army.....

Welcome to Yuma Proving Ground! You're joining a strong community characterized by dynamic interface between schools, community partners, parents, and the Army, which creates an optimal learning environment for children in Kindergarten through twelfth grade. There are unique issues to students transitioning to new schools whether at the beginning of the school year or the middle of the year. Parents worry if the local schools offer a quality education, students worry about fitting in and what credits will transfer. The School Liaison program offers the tools to enhance learning and support military children as they successfully navigate the many transitions unique to a military lifestyle.

School Liaison Services

The School Liaison Officer works in partnership with local schools to address educational issues involving military children and to provide assistance with student transition from school system to school system.

The School Liaison Officer can provide access to parents by:

- Addressing issues with youth registration in the local school system.
- Coordinating education transition related resources and points of contact within school and community.
- Collaborating with parents to ensure academic success.
- Educating parents on the local school system policies, procedures, and programs and schedules.
- Supporting home school families.
- Supplying resource materials on primary, secondary, and post-secondary education.

The School Liaison Officer can provide access for youth by:

- Affiliating with 4-H and Boys and Girls Club of America.
- Connecting youth through sponsorship activities, outreach events, and action councils.
- Creating opportunities for work force preparation, citizenship and leadership development.
- Enhancing educational experiences through CYS instructional programs.
- Sponsoring transitioning teens
- Supplying post-secondary education information.

SCHOOL LINKS

Yuma Union High School District- www.yumaunion.com

Yuma School District One- www.yuma.org

Crane School District- www.craneschools.org

Youth Sponsorship

Our Youth Sponsorship program is open to 1st through 12th grade students. Youth Sponsorship helps relocate children and youth to become familiar with their new installation by matching them with sponsors according to their gender, age, interests, and school attending. Incoming children and youth are escorted around post, to the CYS programs, and to school. The sponsor introduces them to other children or youth and to the different activities. There are Meet and Greet activities for the newly arrivals. If you will be coming to Yuma Proving Ground and would like to have a sponsor, just fill out the Youth Sponsorship Request Form below.



Yuma Proving Ground Youth Sponsorship Request

Please complete the following contact information:

Today's Date:

Your Name:

Your Age:

Male/Female:

Grade Entering:

Mailing Address:

E-mail Address:

Contact Phone Number: ()

Expected Date of Arrival:

I prefer to be called during the: Day Night Either

What would you like to know about your new community?

List your hobbies, interests, skills, or talents:

Any information you provide will be used for stated purposes only. Any personal information collected is On a voluntary basis and will be used for stated purposes only. No personally identifiable information will Be given away, or distributed to any party outside of the government for any purpose.

Type your initials here

Please submit to: ypgcyslo@conus.army.mil

Home School Support

Home Schooling in the State of Arizona is under the jurisdiction of each county. For more information on Yuma County you may contact the County School Superintendent:

Tom Tyree

210 S. first Ave.

Yuma, AZ 85364

(928) 329-2245

E-mail: ttyree@apsc.org

County Website: www.co.yuma.az.us/

The YPG Youth Center has opened its doors to all home schooled children and their parents. Home schooled families are able to use the computer lab, playground, resource library for lesson planning, and many other resources available. For more information on the use of the Youth Center you may contact the School Liaison Officer.

HOME SCHOOLING

Arizona Home Schooling- www.azva.org

Yuma County Home Schooling- www.co.yuma.az.us

Arizona Families for Home Education- www.afhe.org

Home Education Network- www.hena.us

Home School World- www.home-school.com

Home Schooling Legal Defense Association- www.hslda.org

Special Needs

In addition to the [Checklist for Student Transition](#), if you have a special needs child that will be transitioning to a new school it will also be helpful to follow these tips.

#1 Contact your school district and ask for detailed instructions on what is needed for your child's transition. Ask for all services offered and for district policies and regulations.

#2 Schedule a meeting to discuss your child's Individual Education Plan (IEP). At this time, your child's progress since the last IEP should be discussed, as well as future goals.

#3 Make sure you request all educational records (including IEP and other related information) from the losing school so that you have it on hand at the time of the meeting.

#4 If your child will be attending the installation Child Development Center (CDC), School Age Services (SAS), or Middle School Teen (MS/T) program, be sure to contact the School Liaison Officer to schedule a Special Needs Advisory Panel(SNAP) meeting prior to your child starting.

#5 Contact your local Army Community Service (ACS) Exceptional Family Program Manager (EFMP) for assistance in identifying additional community resources.

Exceptional Family Member Program (EFMP)

The Purpose of the EFMP is to provide a coordinated, multiagency support network for families with special needs. For more information on the EFMP you may call (928) 328-3224/DSN 899-3224.

Special Needs Accommodation Process (SNAP)

To ensure each child is enrolled in the appropriate program or service, the SNAP meets with the parent and together reviews relevant records prior to placement. The goal of this "family-friendly" team is to share information to ensure the success of the child's placement into any CYS Services program. In the event of a new or updated diagnosis after placement, the parent is asked to inform the Program Directors so that an additional SNAP meeting can be scheduled. For more information on the SNAP you may call (928) 328-3119/DSN 899-3119.

Transitions

It is that time for the big move again and for your children this means changing schools. The following are tips that you can use with your child to make this change as smooth as possible. Please keep in mind that these are just a few tips, but there are many more ways you can help your children with their transitions. You may find additional information by clicking on Resources.

#1 Talk to your children about their new school. Let them know what will be the same and what will be different. Give them information on class size, school size, sports, extra-curricular activities, clubs, etc.

#2 Take your children to visit their new school before their first day. Let your children become familiar with the school (classrooms, restrooms, office, cafeteria, gym, etc.) so that on their first day they are more at ease. Call the school ahead of time and ask about tours to new students.

#3 Take your younger children to meet their teacher prior to the first day. For older children, encourage them to talk to their teachers regularly about homework, class assignments, projects, and upcoming lessons. The more they get to know their teachers the more confident they will be in asking for help.

#4 Encourage, allow, and support your children in joining a sport, club, or an extra-curricular activity. The more involved they are the more friendships they will develop, making the transition and adjustment much easier.

#5 Take immediate action if your children are falling behind in school. Having open communication with your children's teachers as soon as you see a sign of struggle may prevent your children from feeling overwhelmed. Ask the teachers for daily progress reports along with suggestions on what you can do to help your children.

#6 Most importantly, talk to your children about how they are feeling. By allowing your children to talk about their experiences, fears, and frustrations you may be able to answer their questions and alleviate some of these negative feelings.

Visit your school's website or your school district's website for information on school calendars, eligibility requirements, graduation requirements, entrance and exit exams, and course schedules. Websites can be found under School Links. If you would like a Chart your Course packet you may contact the School Liaison Officer.

Transition Checklist

Checklist for Student Transfers

Sending School Checklist

- Course Description Book
- School Profile
- Attendance and Tardy Records
- Report Card
- Current Schedule
- Withdrawal Grades
- Transcript/Course History (with grading system)
- Class Rank
- Cumulative Folder
- Testing Information - Standardized Test Scores, End of Course Test Scores, Competency Test Scores
- Health Records including Shot Records
- Birth Certificate
- Social Security Number
- Activities Record such as co/extracurricular
- IEP/504/Gifted Records
- JROTC Records
- Guardianship/custody Papers
- Fees Owed
- Alternative Schools Records
- Letters of Recommendations (especially for **senior students**)
- If available, Writing Samples
- If available, At-Risk or Action Plans for classroom modifications
- If available, Portfolios
- If available, Accelerated Reader Points
- If available, Service Learning Hours

Receiving School Checklist

- Course Description Book
- School Profile
- Attendance and Tardy Records
- Report Card Current Schedule
- Withdrawal Grades
- Transcript/Course History (with grading system) Class Rank
- Cumulative Folder
- Testing Information - Standardized Test Scores, End of Course Test Scores, Competency Test Scores
- Health Records including Shot Records Birth Certificate
- Social Security Number
- Activities Record such as co/extracurricular
- IEP/504/Gifted Records
- JROTC Records
- Guardianship/custody Papers
- Alternative Schools Records
- Letters of Recommendations (especially for **senior students**)
- If available, writing Samples
- If available, At-Risk or Action Plans for classroom modifications

- If available, Portfolios
- If available, Accelerated Reader Points
- If available, Service Learning Hours
- Proof of Residency/Military Orders

In and Out- Processing

Hand Carry List:

Birth Certificates/Social Security Card
Child Military ID Card/ Immunization Records
Report Card/Transcripts/IEP/504/Gifted Records
Legal Documents, Custody, Guardianship Papers
Copy of School Records/Withdrawal Documents
Academic Passport/Student Portfolio
Proof of Residence/Physical Exam
Community Service/Volunteer Records

Tips for Out-Processing

Before relocating to your newly assigned installation, visit your Child, Youth, and School Services Parent Central Services office to obtain assistance with the following:

- Clear financial obligations
- Get information about CYS Services at the gaining installation
- Get the information necessary to have you placed on a waiting list for child care services
- Transfer or print out child records
- Obtain contact information for gaining installation

Notify your current child care or youth supervision program as soon as possible of the date your child will vacate the care space.

Notify the school as soon as possible of the date your child will be transitioning from one school to another.

Visit your new installation and new school web page.

RESOURCES

Arizona Immunizations- www.azdhs.gov/phs/immun/

Military One Source- www.militaryonesource.com

Military Impacted Schools Association- www.militaryimpactedschoolsassociation.org

School Matters- www.schoolmatters.com

Today's Military- www.todaysmilitary.com

Military Teens on the Move- www.mtom.dod.mil

Army Homepage- www.army.mil

School Quest- www.schoolquest.org

Military Homefront- www.militaryhomefront.dod.mil

Army Morale, Welfare, and Recreation- www.armymwr.com

Arizona Department of Education- www.ade.az.us

Military Child Education Coalition- www.militarychild.org

CYSS Tutor- www.myarmyonesource.com/CYSS_tutor

DoDEA Partnership Branch- <http://militaryk12partners.dodea.edu/>

Army-Wide School Support Services Directory-

<http://mwrarmyhawaii.com/images/CYSS/SSS/SLODirectoryupdate.pdf>

COLLEGE INFORMATION/ FINANCIAL AID

Free Application for Federal Student Aid- www.fafsa.ed.gov

Financial Aid Resources- www.finaid.org

Act Testing- www.act.org

College Search- www.collegenet.com

Scholarship Search- www.fastweb.com

Scholarships for Military Children- www.militaryscholar.org

Army ROTC Scholarship- www.goarmy.com

YUMA PROVING GROUND INSTALLATION LINKS

U.S. Army Yuma Garrison- www.yuma.army.mil

Morale, Welfare and Recreation- www.yumamwr.com

INSTALLATION PARTNERSHIPS

4 H – www.4h.org

Boys and Girls Clubs of America- www.bgca.org

National Association for the Education of Young Children- www.naeyc.org

Character Counts- www.charactercounts.org

National Afterschool Association- www.naaweb.yourmembership.com

Military Child Education Coalition- www.militarychild.org

