[Date]

**Subject: PA Military Child Advance Enrollment – [Signed Contract to Purchase a Home or Signed Lease Agreement]**

Dear Registration Personnel or Superintendent of [Name of School District] School District,

Greetings. My name is [First and Last Name (no rank needed)]. I am writing regarding the Pennsylvania Military Child Advance Enrollment Act, P.L. 30, No. 14, Section 1302.1.

<https://www.palegis.us/statutes/unconsolidated/law-information/view-statute?txtType=PDF&SessYr=2023&ActNum=0024.&SessInd=0>

*Section 1302.1. Military Child Advance Enrollment.--(a) A school district shall develop a policy or revise an existing policy on enrollment of students to allow a child whose parent or legal guardian is an active duty member of the armed forces of the United States, including a reserve component, and has received official military orders to transfer into or within this Commonwealth* ***to enroll in the school district prior to establishing residency*** *for purposes of section 1302* ***upon providing a copy of the official military orders*** *to the school district* ***and proof of the parent or legal guardian's intention to move into the school district****.* ***Proof under this subsection may include a signed contract to purchase a home, a signed lease agreement or a statement from the parent or legal guardian stating their intention to move into the school district.*** *(b) The parent or legal guardian of a child enrolled in a school district under subsection (a) must provide to the school district proof of residence in the school district no later than forty-five (45) days after the arrival date specified in the military orders.*

I am a member of [Insert your branch of the armed forces of the United States. Ex. the United States Navy, the Pennsylvania Air National Guard, etc.]. I have received official military orders to transfer [into/within] Pennsylvania with an anticipated arrival date of [Arrival Date]. Per the Military Child Advance Enrollment Act, I am providing a copy of my [signed contract to purchase a home **or** signed lease agreement] as proof of my intention to move into [Name of School District] School District. A copy of my orders are attached, as stated in the Act, so I may enroll my child(ren) as listed below prior to arrival.

[First, Middle, Last] who will be [entering/continuing] grade [grade]. (Repeat for all students.)

I understand I must provide to the school district proof of residence in the school district no later than forty-five (45) days after the arrival date specified in my military orders.

Additionally, the Interstate Compact on Educational Opportunity for Military Children, signed into legislation in Pennsylvania as Act No. 6 of 2012, addresses additional items I am hopeful we can utilize to, again, ensure a smooth transition. Items where the Compact addresses a need for my students includes: [In this section, paste portions pertaining to your family from the MIC3 Compact Rules if you think it would be helpful. The School Liaison can assist with this section.]

Transfer of Education Records and Enrollment

Section 3.101 Eligibility for Transfer and Enrollment

1. Unofficial or “hand-carried” education records
2. Official education records/transcripts

Section 3.102 Application for Transfer of Student Records and Enrollment

1. Immunizations

(b) Kindergarten and First grade entrance age

Graduation

Section 4.101 Waiver Requirements

Section 4.102 Exit Exams

Section 4.103 Transfers During Senior Year

Placement and Attendance

Section 5.101 Course Placement

Section 5.102 Educational Program Placement

Section 5.103 Special Education Services

Section 5.104 Placement Flexibility

Eligibility

Section 6.101 Eligibility for Enrollment

Section 6.102 Eligibility for Extracurricular Participation  
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(If your child has a **special education plan**, it may be helpful to incorporate the following:)

[Child's Name], is currently receiving special education services under an [Individualized Education Plan (IEP) or 504 Plan]. [He/She] currently attends [Current School Name] in [Current School District Name], [Current State]. (If more than one child, adjust the verbiage accordingly.)

To ensure a smooth transition and comparable services for [Child's Name], I would like to request contact information for the appropriate point of contact in order to begin the process of the school district receiving and reviewing [his/her] current [IEP or 504]. I am happy to provide a copy of the [IEP or 504], most recent evaluation reports, and any other relevant documentation as soon as possible. Please let me know the preferred method for the appropriate personnel to receive these documents. I would appreciate the opportunity to discuss [his/her] needs with the appropriate personnel and to learn more about the special education program offered at [District Name].  
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(Other “if“ items you may want to include:)

(If your child will be attending high school, it may be helpful to ask if course selection is currently taking place so your student will have the best chance to get the necessary classes and electives. Not all districts within the Commonwealth of PA transcribe grades for high school credit earned onto one official transcript.)

[Child’s Name] is a rising [enter grade]. (Depending on the time of year you may need to change the wording). [Child’s Name] is interested in [list general areas of study]. I would like to be connected with [student]’s counselor to begin a conversation about how to select classes and how grades will transfer in addition to credits. As a transient family, we are aware that states transfer credits and grades differently. In addition to reading school board policy, knowing Pennsylvania is a local control state, we would like to ensure we have an understanding of your school’s policies, processes, and regulations.

(If your child is anticipating joining any sports or other extracurricular activities, it may be helpful to request to be put in touch with the instructor/coach.)

[Child's Name] is anticipating joining [extracurricular activity]. (Add in a sentence about the importance of the extracurricular activity to your child such as, “Participating in extracurricular activities is one way my child has successfully integrated into their new school with each of our military moves”. Being able to connect with the (teacher/coach/director) before the school year begins would provide a sense of belonging and continuity during what can otherwise be a challenging adjustment period. I would truly appreciate any opportunity for early communication or a virtual introduction.

My (child(ren)) have experienced multiple school transitions due to duty station changes and I am eager to work with you to support a smooth and successful integration into your school community. Thank you for your time and for all you do to support military families.

Sincerely,

[Service Member’s Name and Contact Information]  
[Co-Parent’s Name and Contact Information, if applicable]