



EQUITY, CULTURE, SUPPORT SERVICES
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MEMORANDUM

TO: Karen Janney, Ed.D.
FROM: Joe Fulcher, Ph.D.
SUBJECT: Military Liaison
DATE: January 22, 2016

At a recent board meeting, Trustees requested information about the district's "Military Liaison" and what follows is a brief overview of the role and responsibilities. The district's "Military Liaison" is responsible for a number of tasks, including, collaborating with the "School Liaison Officer" who is assigned by the military to serve our region. The primary focus of this collaboration is to address transition issues impacting military dependents. For instance, the district's Military Liaison assists with the transfer of credits, facilitates the school enrollment process, monitors the fulfillment of graduation requirements, and disseminates information about district schools and programs to military families. In addition, the district's Military Liaison assists military families navigate the school registration process when they receive "Permanent Change of Station" orders and will be relocating within district boundaries. Lastly, the Military Liaison provides schools/staff with pertinent contact information to facilitate the provision of support services to military families, helps coordinate military parent nights, and assists our military families in making the transition to our district.

The Military Liaison for our district is currently housed in the Student Support Services Department (Coordinator, Student Welfare and Attendance).