

**Child, Youth and School Services  
School Liaison Officer  
CMR 457  
APO AE 09033**

IMEU-SWF-MWC

October 18, 2010

**SLO PROTOCOL FOR IN-OUT PROCESSING**

**In Processing Procedures**

- SLO conducts in-processing briefs at In-Processing at the Commons, and ACS SNAPS (Newcomer's Briefing). As applicable, SLO discusses home-school or local economy options to make them aware of education support programs and services in the community.
- Provide information for distribution at command staff call, town hall, community mass email, PAO, FLU, Comm. Fusion Cell, ACS and other community agencies as needed.
- Attends local school "open houses".
- Coordination with ACS to ensure that newcomers have SLO information to include the Parental Choice forms.
- Partner with SAC, YC and Teens Youth Sponsorship Coordinator

**Out Processing Procedures**

- All soldiers out-processing with children need to out-process through the Parent Central Services (PCS)
- SLO will provide information/resource packets for soldier out processing briefs.
- Provide information to schools to direct out-processing families to the SLO for further information about gaining schools.
- Provide mini-relocation packet to out-processing families concerning schools in new duty station.
- Document on IRO number of families served who are out-processing.
- Provide Student Checklist to out processing personnel.