



NDSP Checklist for Leaving NDSP United Kingdom Locations



WITHDRAWAL PROCEDURES:

When a parent withdraws their child from a school, the parent must notify the following offices:

- ☐ The **school the student is attending** and request a tuition refund, if applicable, and reconcile any outstanding payments (*Note-If you paid refundable deposits to the school, these deposits should be returned to you – not NDSP.*)
- ☐ The [NDSP Program Management Team](#) and The [NDSP Resource Management Team](#) - Notify the teams of your PCS date, the last day your child will be attending classes, and if there will be a refund from the school.
NOTE: T22 SAO/FMS billets - Notify your local finance command responsible for paying tuition payments.
- ☐ The **transportation provider** - If your child participates in a group transportation option or you have a hired car, ensure the transportation office or company is notified and reconcile any outstanding payments.
- ☐ The [NDSP Education Specialist \(ES\)](#) if your child has additional or special needs, and the ES has been your child's case manager for services.
- ☐ **Service providers** for special or additional services and reconcile any outstanding payments

ITEMS TO REQUEST FROM THE BRITISH SCHOOL:

Please check with your child's school to determine which of the following items are available based on their year level.

- ☐ Copy of **final or most recent term report/school report** and evidence of **completed assessments**
- ☐ Explanation or **key that explains the grading format** and the letter grade equivalent to the scores used.
- ☐ Copy of the **Early Years Foundation Stage Profile** (End of Reception Assessment)
- ☐ Copy of **end of key stage assessment results**
- ☐ **Mock exam results** (Year 10-13)
- ☐ Copy of **predicted grades** (Year 10-13)
- ☐ Ensure that you have **examples of English and Maths work** (if possible, photocopy examples of work completed)
**Examples over time can be helpful to show your child's rate of progress.*
- ☐ Consider asking the school for a **letter that outlines course descriptions** such as what concepts or skills were covered in each course, the number of total hours of in-class time, and a grading scale that shows the letter grade equivalent to the scores they typically use. Including a syllabus or course outline is also helpful if available.
- ☐ Copy of **screening results** done (such as dyslexia screening, phonics screening check in Year 1, etc.)
- ☐ Copy of **evaluation reports** from formal assessments completed

BEFORE LEAVING THE UNITED KINGDOM:

- ☐ **Submit all allowable outstanding claims** to the NDSP prior to your departure.
- ☐ **Update your email address** in the sponsor portal.
- ☐ If your student is in high school, consider having a **transcript evaluation** completed. Please ask your ES for more information.
- ☐ If your student has an **Individual Education Plan (IEP) or 504 Accommodation Plan**, reach out to your ES to coordinate a final progress review, update their plan (if appropriate), and/or final steps to ensure you have their paperwork for a smooth transition to the United States or your next location.
- ☐ If your student has an IEP, notify the **Exceptional Family Member Program (EFMP)** and/or ask your agency if a screening is appropriate for your family's next duty location.