

# *Down East Middle School/Smyrna Elementary School*

*174 Marshallberg Road*

*Smyrna, North Carolina 28579*

*Reba Lewis*

*Principal*

*Phone 252-729-2301*

*Fax 252-729-1015*

## **INBOUND CHECKLIST**

- Access and complete Carteret County Schools Registration Packet:  
[https://www.carteretcountyschools.org/for\\_parents/student\\_enrollment/enrollment\\_registration](https://www.carteretcountyschools.org/for_parents/student_enrollment/enrollment_registration)
  - Proof of Residency
  - Birth Certificate
  - Immunization Record
  - Prior school information
  - Most recent report card
  - Custody papers (if applicable)
- Contact Ms. Jinger Pittman if you have any questions with registration or would like to schedule an appointment. (252-729-2301)
- Request tour of the school.
- Meet with School Counselor Mrs. Bridget Davis to ease transition for the family.
- Welcome to the Lookout and Blue Devil families!

## **OUTBOUND CHECKLIST**

- Notify Down East Middle and Smyrna Elementary Data Manager, Ms. Katie Amspacher, that your child will be leaving at least two weeks in advance.
- Request official transcripts.
- Before the child's last day, ensure that you have the following documentation.
  - Most current report card.
  - Any additional paperwork-this would include medical, IEP, 504, AIG.
- If you are PCSing overseas, please contact Ms. Jinger Pittman to coordinate transfer of records.
- Find out the latest date your child can check out of school and still receive full credit.
- Ask if credits can be completed after they leave the school district.
- Request work that your child can do to keep current during the transfer.