

Transitioning Active Duty Military Personnel or New BPS Employee

Situation: A transitioning active duty military family or a newly hired or transferred BPS employee wants to enroll their student at your school, but it is outside the **Open Enrollment Timeline**.

Transitioning Active Duty Military family

Newly hired or transferred BPS employee

Parent must contact the PAFB School Liaison Officer (SLO), Susan Clark at 321-494-1991 to complete the Transitioning Active Duty Military Verification Form

School communicates with Elementary Leading and Learning (ELL) of newly hired or transferred employee.

ELL will advise school of next steps.

Once approved by the PAFB SLO, the SLO communicates with ELL regarding requested school(s).

ELL verifies the requested school(s) has space available.
ELL communicates with parent regarding Open Enrollment next steps.
ELL will contact school once application is complete.