

MIC3 Step-By-Step Checklist: Parent Responsibilities and Dispute Resolution

Parent Responsibilities under MIC3

Before beginning the dispute resolution process, ensure you have completed your responsibilities under the [Military Interstate Children’s Compact Commission \(MIC3\)](#).

	Completed	In Process
1. Assemble your student’s basic document package:		
a. Birth certificate	<input type="checkbox"/>	<input type="checkbox"/>
b. Shot record (of immunizations)	<input type="checkbox"/>	<input type="checkbox"/>
c. Letter or transcript from the sending school showing attendance, academic information, and grade placement	<input type="checkbox"/>	<input type="checkbox"/>
d. Official military orders	<input type="checkbox"/>	<input type="checkbox"/>
e. Family care plan or proof of guardianship if the child lives with a legal guardian	<input type="checkbox"/>	<input type="checkbox"/>
2. Add any extra records related to a specific issue	<input type="checkbox"/>	<input type="checkbox"/>
3. If your child has an Individualized Education Program (IEP), or a Section 504, ADA Title II, or Accommodations plan, include this in the document package.	<input type="checkbox"/>	<input type="checkbox"/>
4. Keep paper copies of all educational records from each school, as well as records from non-school sources.	<input type="checkbox"/>	<input type="checkbox"/>
5. Hand-deliver your student’s basic document package to the receiving school.	<input type="checkbox"/>	<input type="checkbox"/>
6. Read the Compact to understand what it does and does not do.	<input type="checkbox"/>	<input type="checkbox"/>

More information about MIC3 in this PAVE article, [MIC3 Step-by-Step Checklist: Resolve School Issues with the Interstate Compact](#).

Steps for Resolving Issues Addressed in MIC3

Step 1: Try to resolve the issue at the school level.

Contact your child's school principal or other top-level school administrator.

Name: _____ Position: _____

Phone Number: _____ Email: _____

Step 2: Contact your Parent Center or School Liaison.

[Parent Centers](#) are federally funded organizations in each State, District of Columbia, and US Territories. They work with families of infants, toddlers, children, and youth with disabilities, birth to 26. They will provide you with state-specific training and information, so you can resolve issues relating to your child's disabilities. Parent Centers can help you whether your child attends a public school or a Department of Defense Education Activity (DoDEA) school.

Parent Center

My local Parent Center is: _____.

Phone Number: _____ Email: _____

I spoke with _____ on _____ (date).

[School Liaisons](#) connect students and families with information, resources and people. They are the point of contact between an installation's military families and local schools and school districts. They are experts in the complications that can come up during a PCS to a new duty station.

School Liaison

My School Liaison is: _____.

Phone Number: _____ Email: _____

We spoke (by): Phone Email In person on _____ (date).

Step 3: Contact your MIC3 State Commissioner.

The State Commissioner is responsible for knowing their [state's compact statute](#). They assist in informal dispute resolution between military families, school districts, and others involved. To locate your State Commissioner's contact information, [click on your state in the interactive map](#).

Name: _____ Receiving State: _____

Phone Number: _____ Email: _____

We spoke (by): Phone Email in person on [date].

More information about MIC3 in this PAVE article, [MIC3 Step-by-Step Checklist: Resolve School Issues with the Interstate Compact](#).