

Quick Checklist for School Moves

Useful document to hand carry when transferring schools

Parents/Guardian

- Student's birth certificate
- Student's Social Security number
- Student's Health Record (immunization, physical, etc.)
- Legal documents as needed (guardianship/custody papers)
- Legal proof of residence/military orders
- Child's military ID card

School Information

- Address, phone numbers, other contact information
- Course description book/grading scale (if available)
- Copy of the cover of each textbook or the title page
- School profile/handbook
- School website (URL)
- Counselor recommendations for placement
- Other:

School Records

- Copy of cumulative folder/transcripts (official copy must be mailed between schools)
- Current schedule
- Report cards
- Withdrawal grades or progress reports
- Test scores (standardized or special program testing, etc.)
- JROTC records
- Other:

Special Program Records as Appropriate

- Individual Education Plan (IEP)/Individual Accommodation Plan (504)/Gifted Program Description
- English as a Second Language (ESL) or Bilingual Education
- At-risk or other action plans for classroom modifications
- Other:

Other Documents and Examples

- Writing samples and other work examples
- Activities records (co/extracurricular)
- Community service or service learning hours
- Other work or performance examples
- Academic recognitions and competition participation
- Counselor recommendations for placement
- Other:

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