

Quick Checklist for School Moves

From the Parent/Guardian

- Student's Birth Certificate
- Student's Health Record (Immunization, etc.)
- School Health Physical-within the last 12 months
- Legal Documents as Needed (Power of attorney, etc.)
- Proof of Residency/Military Orders
- LES if planning on using before/after school care, CDC

School Information

- Address, Phone Numbers, Other Contact Information of sending school
- Course Description Book/Grading Scale (if available for 6th grade and above)

School Records

Schools must give unofficial copy of school records to parents.

- Copy of Cumulative Folder (only the copy mailed between schools is considered official)
- Current schedule
- Report Cards
- Withdrawal Grades or Progress Reports
- Test Scores (Standardized or Special Program Testing, etc.)

Special Programs Records as Appropriate

- Individual Education Plan (IEP)/Individual Accommodation Plan (504)/Gifted Program Description
- All current evaluations for special needs programs
- School Health plan (asthma, diabetes) These records are very important and should have doctor signature.
- Special dietary plan (with doctor approval/signature)
- English as a Second Language (ESOL) or Bilingual Education

At-Risk or Other Action Plans for Classroom Accommodations

Other Documents and Examples

Writing Samples and Other Work Examples

Activities Records (co/extracurricular)

Community Service or Service Learning

Other Work or Performance Examples

Academic Recognitions and Competition Participation