

Checklist for School Moves

From the Parent/Guardian:

- Student's birth certificate
- Student's social security number/card
- Student's health record (immunization, physical, etc)
- Legal documents, as needed (Power of Attorney, custody papers, etc)
- Proof of residency (utility bills, housing contract, lease)
- Military orders

School Information:

- Address, phone number, email, and other contact information
- Course description book/grading scale (for 6th grade and above)
- Copy of cover of each textbook and Table of Contents
- School profile/Handbook
- School webpage
- Other: _____

School Records:

- Copy of cumulative folder (only the copy mailed directly between schools is considered official)
- Current schedule
- Report cards
- Withdrawal grades or progress reports
- Test scores (standardized or special program testing, etc.)
- Other: _____

Special Program Records as Appropriate:

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

Other Documents and Examples:

- Writing samples and other work examples
- Activities record (co-extracurricular)
- Community service or service learning
- Other work or performance examples (recordings, videos, etc)
- Academic recognitions and competition participation
- Other: _____