



Quick Checklist for School Moves

From the Parent/Guardian:

- Student's Birth Certificate
- Student's Social Security Number
- Student's Shot Record
- Legal Documents, as Needed
- Proof of Residency/Military Orders

School Information:

- Address, Phone Numbers, Other Contact Information
- Course Description Book/Grading Scale (if available, for 6th grade and above)
- Copy of the Cover of Each Textbook or the Title Page
- School Profile/Handbook
- School Web Page
- Other: _____

School Records:

- 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.)
- Other: _____

Special Programs 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
- Other Work or Performance Examples
- Academic Recognitions and Competition Participation
- Other: _____