

# Checklist for School Moves



## From the Parent/Guardian:

|  |  |
|--|--|
|  | Student's birth certificate  |
|  | Student's social security number/card                                |
|  | Student's shot record  |
|  | Legal documents, as needed (power of attorney, custody papers, etc.) |
|  | Proof of residency (2 utility bills with remittance attached)        |
|  | Military orders (including housing orders)                           |

## School Information:

|  |   |
|--|---|
|  | Address, phone numbers, email, other contact information                    |
|  | Course description book/grading scale (for 6 <sup>th</sup> grade and above) |
|  | Copy of the cover of each textbook  |
|  | School profile/handbook   |
|  | School web page   |
|  | Other: _____  |

## School Records:

|  |   |
|--|---|
|  | Copy of cumulative folder (only the copied 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 and Talented Program description                               |
|  | English as a Second Language (ESL) or Bilingual Education description |
|  | At-Risk or other action plans for classroom modifications             |
|  | Other: _____  |
|  |   |
|  |   |
|  |   |