

Checklist for Transferring Students

Sending School Checklist

- Course Description Book
- School Profile
- Attendance and Tardy Records
- Report Card
- Current Schedule
- Withdrawal Grades
- Transcript/Course History (with grading system)
- Class Rank
- Cumulative Folder
- Testing Information - Standardized Test Scores, End of Course Test Scores, Competency Test Scores
- Health Records (including Shot Records and Birth Certificate)
- Social Security Number
- Activities Record (such as co/extracurricular)
- IEP/504/Gifted Records
- JROTC Records
- Guardianship/custody Papers
- Fees Owed
- Alternative Schools Records
- Letters of Recommendations (especially for senior students)
- Writing Samples (if available)
- At-Risk or Action Plans for classroom modifications (if available)
- Portfolios (if available)
- Accelerated Reader Points (if available)
- Service Learning Hours (if available)

Receiving School Checklist

- Course Description Book
- School Profile
- Attendance and Tardy Records
- Report Card Current Schedule
- Withdrawal Grades
- Transcript/Course History (with grading system, and Class Rank)
- Cumulative Folder
- Testing Information - Standardized Test Scores, End of Course Test Scores, Competency Test Scores
- Health Records (including Shot Records and Birth Certificate)
- Social Security Number
- Activities Record (such as co/extracurricular)
- IEP/504/Gifted Records
- JROTC Records
- Guardianship/custody Papers
- Fees Owed
- Alternative Schools Records
- Letters of Recommendations (especially for senior students)
- Writing Samples (if available)
- At-Risk or Action Plans for classroom modifications (if available)
- Portfolios (if available)
- Accelerated Reader Points (if available)
- Service Learning Hours (if available)
- Proof of Residency/Military Orders

Sponsors: Keep track of this information

Source: MCEC (Military Child Education Coalition)

<http://www.militarychild.org/military-parent/checklist-for-transferring-students/>

School Transition Checklist

Military families know all too well how stressful moving can be. There are so many responsibilities and arrangements that need to be made. Families are particularly concerned about the transition to a new school. The checklists below are meant to be used as a guide to help you through the transition to school. There might be some things specific to your child's needs that are not listed there.

3- 6 Months Before the Move

- 🕒 **Gather** the following documents
 - Student's birth certificate
 - Student's social security card
 - Immunization record
 - Progress reports/report cards
 - Request a copy of your child's official school records
 - Copies of Individualized Education Plan (if applicable)
- 🕒 **Inform** your child's current school counselor and office about the move
- 🕒 **Research** the new school district (check with your current school liaison for helpful links to local school options.)
- 🕒 **Call** the school liaison at your gaining assignment to answer any questions you may have about the local schools

1-2 Months Before the Move

- 🕒 **Review**- the list above and gather any missing documents
- 🕒 **Copy**- proof of residence or housing documents that show where you will be living
- 🕒 **Set up**- a time to meet with a school counselor at the receiving school to go over school transcripts
- 🕒 **Find out**-what the withdrawal process is at the school and make a plan to withdraw your child from school

Moving Before the end of a school year

- 🕒 Make a copy of the front cover of your child's textbooks
- 🕒 Copy course outlines or topics covered
- 🕒 Coordinate or ask your School Liaison to coordinate a conversation between the sending and receiving schools
- 🕒 Know what to expect with the transfer of credits (have your school liaison call the schools involved and ask them to review the transcripts before you move). This step could reduce a lot of stress!