



Child and Youth Programs

# Checklist for School Moves

## From the Parent/Guardian

- Student's birth certificate
- Student's social security card/number
- Student immunization records/physicals
- Legal documents (power of attorney, custody papers, etc.)
- Proof of residency (utility bills, mortgage, rental agreement)
- Military Orders (some states will only require this for proof of residency)
- Other: \_\_\_\_\_

## School Information (from the school you are leaving)

- Address, phone numbers, email addresses, other contact information
- Course description book/grading scales (for grades 6 and above)
- Picture/screenshots of textbooks used
- School profile/handbook (online link or print out)
- School website address
- Other: \_\_\_\_\_

## School Records

- Copy of cumulative folder (this will be an unofficial copy, the official copy will be mailed to the new school once registered). You can hand carry an unofficial copy of school records
- Current course schedule
- Report cards
- Withdrawal grades/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.
- Career and Technology Education leading to certifications (CTE)
- Dual-enrollment programs (High School graduating with an Associate's degree)
- Volunteer hours/letters of appreciation/recommendations students have received
- Other: \_\_\_\_\_

## Best Practice:

Hand carry these documents, they should not be packed in household goods to prevent possible delays in registration. Contact your School Liaison for more detailed information to help assure a smoother transition into the new school.