

## **School Transition Checklist**

### **Parent/Guardian:**

- Student's birth certificate
- Student's social security number
- Student's shot record
- Legal docs, as needed (ex custody or guardianships)
- Proof of residency/military orders

### **School Information:**

- Address, phone numbers, other contact information
- Course description book/grading scale (if applicable for grades 6 and above)
- High school credit courses-copy of title page of textbooks
- High school-school profile/handbook

### **School Records:**

- Copy of cumulative folder (only the copy mailed between schools is considered official)
- Current schedule
- Report cards
- Attendance and tardy records
- Standardized testing records
- Withdrawal grades or progress reports
- Test scores (standardized or special program testing, etc.)
- Activities record (such as co/extracurricular)
- ROTC records (if applicable/available)
- Letters of recommendation (especially for gifted, band or Seniors in high school)
- Writing samples (if available)
- Portfolios (if available)
- Accelerated reader points (if applicable/available)
- Service learning hours (if applicable/available)

**Special Programs Records as Appropriate:**

- IEP (Individualized Education Plan)
- 504 Plan
- Accommodation plan (s)
- English as a second language or bilingual language
- At-risk or other action plans for classroom modifications
- Response to Intervention documentation
- Other: \_\_\_\_\_