



# School Liaison's Checklist for School Moves



## From the Parent/Guardian:

- Student's Birth Certificate
- Student's Social Security Number
- Student's Health Record (Immunization, etc.)
- Legal Documents as Needed
- Proof of Residency/ Military Orders? *\*Traveling Overseas – Area Security Clearance*

## Current Schools Information:

- Address, Phone Numbers, Other Contact Information
- Course Description Book/ Grading Scale (*\*For 6<sup>th</sup> grade and above*)
- Copy of the Cover of Each Textbook or Title Page
- School Profile/ Handbook
- School Web Page (URL)
- The School Counselors Email for grades 6 and above

## School Records:

*\*Hot Tip: Find out from the current school how much notice they need to gather your child's/children's records*

- Copy of Cumulative Folder (Only the Copy) *\*When you get to your destination school/ schools. You will more than likely sign a waiver to release the official records from the previous school.*
- Current Schedule
- Report Cards
- Withdrawal Grades or Progress Reports
- Test Scores (Standardized or Special Program Testing, etc.)

## Special Programs Records as Appropriate:

- Individual Education Plan (IEP) - *Ensure that all goals are up to date and explained thoroughly*
- 504 Plan - *Ensure that all goals and accommodations are explained thoroughly and easily explained*
- Gifted Program Description - *Ensure that all goals, expectations, and so forth are up to date*
- English as a Second Language (ESL) or Bilingual Education - *Ensure that all testing and amount of push-in, resource hours are provided*
- At-Risk or Other Action Plans for Classroom Modifications



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### Other Documents and Examples:

- Writing Samples and Other Work Examples that are relevant to the student's progress or current state
- Activities Records (Co/extracurricular) \*Great for grades 6 and up
- Community Service or Service Learning hours. \*Great for grades 9-12
- Other Work or Performance Example
- Academic Recognitions and Competition Participation
- Letter from the teachers that helps the next student understand your child/children's learning behaviors
- Grades 9-12, emails from current teachers.

*\*Hot Tip: If you have a student who is going to be graduating and is planning on attending college. Get emails from current teachers in order to request letters of recommendations for college applications.*

**I know it's a lot to think about now but, the more information that you can gather prior to your move will aid in your child for future success!**