

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 th 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: _____