



School Transition Checklist

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
- Copy of Military Orders
- Other: _____



School Records & Information:

- Copy of Cumulative Folder (hand carried in sealed envelope recommended)
- Current Schedule
- Report Cards
- Withdrawal Grades or Progress Reports
- Test Scores (Standardized or Special Program Testing, etc.)
- School Address, Phone Numbers, Email Addresses, etc.
- Course Description, Book, Grading Scale (6th Grade & Up)
- Copy of the Cover of Each Textbook or the Title Page
- School Profile/Handbook
- School Web Page (URL)
- Other: _____



Other Documents and Examples:

- Writing Samples and Other Work Examples
- Activities Records (co/extracurricular)
- Community Service or Service Learning
- Other Work or Performance Examples
- Academic Recognitions and Competition Participation
- Other: _____



Special Programs Records as Appropriate:

- Individual Education Plan (IEP)/504 Plan
- Gifted Program Description
- English as a Second Language (ESL) or Bilingual Education
- At-Risk or Other Action Plans for Classroom Modifications
- Other: _____