



# Successful Student Transition Checklist

To ensure a successful student transition between the losing and gaining schools, it is important for students and their parents to be proactive. Use this checklist to begin organizing important school information.

## Exiting School Information:

- Name of School
- Address
- Phone Number
- Email Address(es)
- Website Address
- Copy of Student Handbook/School Profile
- Course Descriptions (if not in Handbook)
- Grading Scale (6<sup>th</sup> Grade & Above)



## Student and Program Information:

- Copy of student transcripts/report cards
- Copy of withdrawal grades/progress reports
- Copy of current schedule
- Student portfolio or resume
- List of student's extracurricular activities
- Copy of IEP/Gifted Program information, if applicable
- At-Risk or Other Classroom Action Plans
- Test Scores (Standardized, etc.)

## Other Documents and examples:

- Child's Birth Certificate
- Child's Social Security Number
- Child's Health Record (Immunization, etc.)
- Community Record of Service Learning
- Academic Recognitions and Competition Participation
- Letters of Recommendation from teachers/coaches
- Writing samples and other work samples

