



Checklist for School Moves

From the Parent/Guardian:

	Student's Birth Certificate
	Student's Social Security Card
	Student's Immunizations Record
	Proof of Residency (2 utility bills with remittance attached)
	Military PCS Orders (including housing orders)
	If applicable, Legal Documents (Power of Attorney, Custody Orders, etc.)

From the Current/Sending School:

	Current Academic schedule
	Report cards
	Withdrawal grades or progress reports
	Copy of cumulative folder (only the copied mailed between schools is considered official)
	Test Score (standardized or special program testing, etc.)
	Other: _____

Special Programs Records, if applicable

	Individualized Education Plan (IEP) or Individual Accommodation Plan (504)
	Proof of Gifted and Talented Program acceptance and program description
	English as a Second Language (ESL) or Bilingual Education program description
	At-Risk or other action plans for classroom modifications (Behavior Intervention Plan (BIP), Response to Intervention (RTI), etc.)
	Other: _____

Current/Sending School's Information

	Address, phone numbers, email and other contact information:
	Grading Scale/Course description book (for 6 th grade and above)
	Copy of the cover of each textbook
	School webpage
	School profile/handbook
	Other: _____