Checklist for School Moves

From the Parent/Guardian:

☐ Student’s birth certificate
☐ Student’s social security number/card
☐ Student’s health record (immunization, physical, etc)
☐ Legal documents, as needed (Power of Attorney, custody papers, etc)
☐ Proof of residency (utility bills, housing contract, lease)
☐ Military orders

School Information:

☐ Address, phone number, email, and other contact information
☐ Course description book/grading scale (for 6th grade and above)
☐ Copy of cover of each textbook and Table of Contents
☐ School profile/Handbook
☐ School webpage
☐ Other: ____________________________________________________

School Records:

☐ Copy of cumulative folder (only the copy mailed directly between schools is considered official)
☐ Current schedule
☐ Report cards
☐ Withdrawal grades or progress reports
☐ Test scores (standardized or special program testing, etc.)
☐ Other: ____________________________________________________

Special Program 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: ____________________________________________________

Other Documents and Examples:

☐ Writing samples and other work examples
☐ Activities record (co-extracurricular)
☐ Community service or service learning
☐ Other work or performance examples (recordings, videos, etc)
☐ Academic recognitions and competition participation
☐ Other: ____________________________________________________

**Checklist information from Military Child Education Coalition, www.militarychild.org