

## Check List for School Moves

*\*To ensure smooth transition, process should be started **approximately 30 days before move***

### **From the Parent/Guardian:**

	Student's original/certified birth certificate
	Student's social security number/card
	Student's shot record (yellow card)
	Legal documents, as needed (power of attorney, custody papers, etc.)
	Military housing orders, lease, rental agreement, mortgage document <i>or</i>
	Proof of residency (1 or 2 recent utility bills)
	Local emergency contact or 2 separate phone numbers

### **School Information:**

	Address, phone numbers, email, other contact information
	Course description book/grading scale (for 6th grade and above)
	School web page
	Other: _____

### **School Records:**

	Most recent Report cards
	Withdrawal grades with schedule or progress reports
	Test scores (standardized or special program testing, etc.)
	Current Individual Education Plan (IEP)/Individual Accommodation Plan (504)
	Medical records to support diagnosis, orders or care under IEP or 504
	Triennial Report and/or Referral for Services
	Other: _____

### **Special Program Records as Appropriate:**

	Education Psych Assessment
	All Assessment Reports
	Gifted and Talented Program description
	English Learner or Bilingual Education description
	At-Risk or other action plans for classroom support
	RtI (Response to Intervention) Plan
	Individualized School Healthcare Plan

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## School Arrival

### Let the school know:

	If your child has an IEP, 504 or RtI Plan?
	Other supports received:
	-Tutoring
	-Counseling
	-Other
	Educational or Behavioral Concerns
	Specialized Classes or Programs ( <i>GATE, Seminar, AP</i> )

### Follow up on:

	Are you EFMP?
	Does it affect your child's education?
	Do you know your Ombudsman, FRG or FRO?