



School Transition Checklist



Documents

(Hand Carry, do not ship with household goods)

- Birth Certificate or Passport
- Social Security Card/Number
- Current Immunization Records
- Legal Documents (Custody/etc.)
- Report Cards
- Grade/Progress Report at Time of Withdrawal
- Unofficial Transcripts
- Attendance/Tardy Records
- School Calendar/Schedule
- Sponsor's PCS Orders/Personnel Action
- Proof of Command Sponsorship
- Health Records
- Sports Physical Records
- Test/Assessment Scores
- Letters of Recommendation from teachers/administration/coaches
- Awards/Certificates
- Activity Records
 - JROTC
 - Athletics
 - Clubs
 - Honor Society
- Contact Information for Current School (name, address, phone, email, website)
- Current School Handbook
- Current School Course Descriptions & Grading Scale
- Copies of Textbook Title Pages and/or Covers
- Proof of Residence for New School (lease agreement, mortgage/utility bill)
- Work Samples
 - Writing
 - Art
 - Handwriting

Special Programs Documents (as applicable)

- Individualized Education Plan (IEP)
- Individual Accommodation 504 Plan
- Medical/Professional Records (psychologist, therapists, etc.)
- At-Risk/Action Plans for Classroom Modifications
- ESL/Bilingual Records
- Gifted & Talented Records
- Free and Reduced Lunch Records
- Photos of Equipment used for Accommodations



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To Do

Current School

- Contact School Liaison Officer for transition assistance and to connect you with the SLO at your new duty station
- Notify current school registrar and teachers of upcoming withdrawal at least 2 weeks prior to departure
- Complete any necessary withdrawal paperwork
- Request Official Transcripts to be sent to new school
- Gather Unofficial Transcripts and records to hand-carry
- Return textbooks, library books and equipment on loan from the school
- Close out school meal account
- Request work for your child to complete during the transition
- If you have any item orders pending (e.g. yearbook, t-shirts), leave forwarding address and postage to have them shipped
- Collect photos, addresses, phone numbers and email addresses for your child's friends and provide them with your new contact information

New School

- Research schools and curriculums at new duty station
- Complete registration/enrollment paperwork
- Email copies of registration/enrollment documents
- Review school calendar, summer schedule and extra-curricular deadlines
- Submit applications for before/after-school care & activities
- Ask about athletics/activity try-outs
- Request appointment with High School Guidance Counselor for credit transfer
- Request any work your child can do during the move
- Request a Youth Sponsor
- Look up photos and information online with your child about their new school, house and town