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 or
- 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

OVER
## 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 (GATE, Seminar, AP)

### Follow up on:

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