

Transition Checklist

Parent/Guardian

Student's Birth Certificate
Student's Social Security Number
Student's Shot Record
Legal Documents, as needed (example: custody or guardianship)

School Records

Copy of Cumulative folder
Current Schedule
Report Cards
Attendance and Tardy Records
Standardized Testing Records
Withdrawal Grades or Progress Report
Test Scores (standardized or Special Program Tests, etc.)
Activities Record (such as co/extracurricular)
ROTC Records (if applicable/available)
Letters of Recommendations (especially for gifted, band, or seniors)
Writing Samples (if available)
Portfolios (if available)
Accelerated Reader Points (if available)
Service Learning Hours (if available)

School Information

Address, Phone Numbers, Contact Information
Course Description Book / Grading Scale (if available, for grades 6 and above)
For High School, credit courses – copy of the title page of textbooks
For High School – School Profile/Hand book

Special Programs Records as Appropriate

Individual Education Plan (IEP), Accommodations Plan (IAP), 504, Gifted
English as a Second Language (ESL) or Bilingual Education
At-Risk or Other Action Plans for Classroom Modifications