

# **CHECKLIST FOR TRANSFERRING STUDENTS**

**Complete the following checklist for BOTH sending and receiving schools as it is applicable to your child.**

- Course Description Book
- School Profile
- Attendance and Tardy Records
- Report Card
- Current Schedule
- Withdrawal Grades
- Transcript/Course History (with grading system)
- Class Rank
- Cumulative Folder
- Testing Information - Standardized Test Scores, End of Course Test Scores, Competency Test Scores
- Health Records (including Shot Records)
- Birth Certificate
- Social Security Number
- Activities Record (such as co/extracurricular)
- IEP/504/Gifted Records
- JROTC Records
- Guardianship/custody Papers
- Fees Owed
- Alternative Schools Records
- Letters of Recommendations (especially for senior students)
- Writing Samples (if available)
- At-Risk or Action Plans for classroom modifications (if available)
- Portfolios (if available)
- Accelerated Reader Points (if available)
- Service Learning Hours (if available)