



U.S. Army Child, Youth  
& School Services

## Quick Checklist for School Moves

### From the Parent/Guardian:

- Student's Birth Certificate
- Student's Social Security Number
- Student's Shot Record
- Legal Documents as Needed
- Proof of Residency/Military Orders

### School Information:

- Address, Phone Numbers, Other Contact Information
- Course Description Book/Grading Scale (if available, for 6<sup>th</sup> grade and above)
- Copy of the Cover of Each Textbook or the Title Page
- School Profile/Handbook
- School Web Page

### School Records:

- Copy of Cumulative Folder (only the copy mailed between schools is considered official)
- Current Schedule
- Report Cards
- Withdrawal Grades or Progress Reports
- Test Scores (Standardized or Special Program Testing, etc.)

### Special Programs Records as Appropriate:

- Individual Education Plan (IEP)/Individual Accommodation Plan (504)/Gifted Program Description
- English as a Second Language (ESL) or Bilingual Education
- At-Risk or Other Action Plans for Classroom Modifications

### Other Documents and Examples:

- Writing Samples and Other Work Examples
- Activities Records (co/extracurricular)
- Community Service or Service Learning
- Other Work or Performance Examples
- Academic Recognitions and Competition Participation

