



Checklist for Student Transfers

Sending School Checklist

- 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**)
- If available, 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

Receiving School Checklist

- Course Description Book
- School Profile
- Attendance and Tardy Records
- Report Card
- Current Schedule
- Withdrawal Grades
- Transcript/Course History (with grading system)
- Class Rank
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- Testing Information - Standardized Test Scores, End of Course Test Scores, Competency Test Scores
- Health Records including Shot Records
- Birth Certificate
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Heidelberg School District

Heidelberg Superintendents Office
Unit 29237 APO, AE 09102

□ Proof of Residency/Military Orders

More "Planning for Life after High School" resources can be found at: <http://www.heid-dso.eu.odedodea.edu/RealWorld/realworld.htm>

SCHOOL TRANSFER – CHECKLIST DoDEA RECORDS <http://www.odedodea.edu/transcript/>

Parent/Guardian:

- Student's Birth Certificate
- Student's Social Security Number
- Student's Health Record (Immunization, etc.)
- Legal Documents (Court Custody Papers, etc.)
- Proof of Residency/Military Orders

Counselor:

- Course Description Book/Grading Scale (If available for 6th grade and above.)
- Copy of the Cover of Each Textbook
- School Profile/Handbook
- School Web Page (URL)

Records:

- Copy of Cumulative Folder (Only the copy mailed between schools is considered an official c
- Current Schedule
- Report Cards
- Withdrawal Grades
- Test Scores -- Standardized, Writing, etc.
- Attendance & Tardy Record

Special Programs Records as Appropriate:

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

Profile: *Writing samples and other work samples -- these may have to be requested from individual*
Be sure to allow sufficient time for these requests.

- Activities Records (co/extracurricular)
- Writing Samples
- Other Work Samples or Performance Assessments (e.g., CCC, Accelerated Reader)
- Academic Recognitions and Competitions

Departing School:

School Name: _____

School's POC:

—

POC's E-mail Address:

—

School Mailing Address:

—

School Phone Number:

—

School Fax Number: