

School Transition Checklist - Students

- Document Name of School & Contact Info
 - Address/Phone Number/E-mail/Website
- Copy of Current Schedule
- Copy of Student Handbook
- Course Description (if not in Student Handbook)
- Copy of Transcripts, Portfolios, and/or Resumes
- List of Extracurricular/Volunteer Activities
- Copy of Standardized Test Scores
- Copy of SATs and/or ACTs Results
- Copy of College Acceptance/Scholarship Letters
- Schedule Appointment w/ Guidance Counselor
- Turn In Text Books/Equipment/Uniforms
- Letters of Recommendation from Teachers

School Transition Checklist - Parents

- Notify School/Provide a Copy of Orders
- Close Lunch Accounts
- Copy of Immunization Records
- Copy of IEP (Individualized Educational Prgm)
- Copy of Withdrawal Grades w/ Grading System
- School Liaison Officer (Please send an email to Steve.Zuniga@misawa.af.mil to request the SLO contact info for your next base)
- Contact Gaining SLO for Info/Requirements

Note: Remember to hand carry important documents