**Checklist for Transferring Students**

*Being prepared will help your children get placed in the appropriate classes from the start.*

**To hand-carry from current school:**

* School Name, Address, Contact Information
* Report Card / Grades at Withdrawal
* Attendance Record
* Cumulative Folder (if authorized, and may need to pay for copies)
* Testing Information - Standardized Test Scores, End of Course or Competency Test Scores
* Health Records (including Vaccination Records)
* Birth Certificate
* Social Security Number
* Pay all fees so official records will be sent when new school requests
* If applicable:
* Special Programs records: IEP/504/Gifted (**evaluation reports/test results**)
* Current class schedule (grades 6-12)
* High School transcript (unofficial acceptable) w/ course history
* Grading system and class rank, if applicable
* Course Description book (grades 6-12, may be on school website)
* Service Learning hours
* Portfolios / Writing Samples
* Activities record (extracurricular)
* At-risk or Behavior Plans
* Letters of Recommendations (especially for senior students)
* Guardianship/Custody Papers

**To take to register at new school:**

* Any of the above, plus:
* Proof of new residency
* Emergency contact names, addresses and phone numbers
* Contact information for any child care providers
* Medical information for any special health needs or medication at school

Brenda Kovach, M. Ed

School Liaison Officer

NAS Whidbey Island

Phone 360.257.6863

brenda.kovach@navy.mil

Last updated: 20-NOV-2012