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
- ❑ 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
- ❑ Proof of Residency/Military Orders

Heidelberg School District

Heidelberg Superintendents Office
Unit 29237 APO, AE 09102

When registration your student please bring proof of Residency/Military Orders

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

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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: