

School info & documents

Wondering what information and documents you'll need to ensure a smooth school transition for your child? Here's a checklist from the Military Child Education Coalition:

From the parent or guardian:

- Student's birth certificate.
- Student's Social Security number.
- Student's health records, with immunizations, etc.
- Legal documents as needed.
- Proof of residency/military orders.

School information:

- Address, phone numbers, other contact information.
- Course description book and grading scale, if available, for 6th grade and above.
- Copy of the cover of each textbook or the title page.
- School profile and/or handbook.
- URL for the school's Web page.

School records:

- Copy of cumulative folder (to be considered official, it must be mailed between schools).
- Current schedule.
- Report cards.
- Withdrawal grades or progress reports.
- Test scores for standardized or special program testing.

Special programs records:

- Individual Education Plan (IEP)/Individual Accommodation Plan (504)/Gifted Program Description.
- English as a Second Language or Bilingual Education.
- At-risk or other action plans for classroom modifications.

Other items:

- Writing samples and other work.
- Activities records.
- Community service or service learning.
- Other work or performance examples.
- Academic recognitions and competition participation.