



Checklist for School Transfers



Being prepared will help your children be placed in the appropriate classes, but don't worry if you do not have all these items, this is a best-case scenario.

Before leaving make sure to:

1. Return all school provided resources: library books, textbooks, and technology.
2. Pay any school fees so official records will be sent when the new school requests them.

Documents to Hand-Carry:

- Name, address, phone number and website of leaving school
- Immunization record and any health records
- Original/certified birth certificate or Passport
- Social Security Card/Military Dependent ID/Military Orders (Required for some schools/situations)
- Academic records & information as applicable:
 - Testing scores/reports: state standardized tests, end of course exams, special program testing
 - Special program records: IEP, 504, ELL, Gifted/Talented, Individualized Health Plan, Behavior Plan or Response to Intervention Plan (*assessments, evaluations, reports, test results etc.*)
 - Elementary and Middle School: Copy of most recent report card/progress report & withdrawal grades
 - High School (& middle school students enrolled in high school course work): Transcript with course history & withdrawal grades (*unofficial copy is acceptable*)
 - College transcript for any community college classes (ie: Running Start in WA)
 - Current class schedule (grades 6 - 12)
 - Course Descriptions (grades 6 - 12), should be on school website
 - Name/photo of textbooks
 - Documented community service hours
 - Portfolios/Writing Samples
 - Record of school activities (extracurricular)
 - Letters of Recommendation (especially for junior and senior students)
 - Legal documents: Guardianship/Custody Papers, Power of Attorney etc.

To register at new school: (*check new district's website for online registration availability*):

- Any of the above, plus:
- Proof of residency (utility bill, lease agreement etc. Please check with school or SL if in temporary housing)
- Child's immunization record
- Birth certificate and child's social security number
- Emergency contact names, addresses and phone numbers
- Contact information for any childcare providers
- Medical information for any special health needs or medication at school

Naval Air Station Whidbey Island Child & Youth Education Services:

NASWI School Liaison:

naswi.slo.cnrnw@navy.mil

360-257-6863

Ask us about the Youth Sponsorship Program!

Find School Liaisons Worldwide at: <https://www.dodea.edu/Partnership/schoolLiaisonOfficers.cfm>