Checklist for School Moves

To ensure a smooth transition, the process should be started about 30 days before your move.

Items Needed From the Parent/Guardian:
- Student’s original/certified birth certificate
- Student’s Social Security number/card
- Student’s shot record (yellow card)
- Legal documents, as needed (power of attorney, custody papers, etc.)
- Military housing orders, lease, rental

Items Needed From Your Current School:
- Address, phone numbers, email, other contact information
- Course description book/grading scale (for 6th grade and above)
- School Web page
- Other: __________

School Records Needed:
- Most recent report card
- Withdrawal grades with schedule or progress reports
- Test scores (standardized or special program testing, etc.)
- Current Individual Education Plan (IEP) and/or Individual Accommodation Plan (504)
- Medical records to support diagnosis, orders or care under IEP or 504
- Triennial Report and/or Referral for Services
- Other: __________

Other Special Program Records Needed:
- Education Psych Assessment
- All Assessment Reports
- Gifted and Talented Program description
- English Learner or Bilingual Education description
- At-risk or other action plans for classroom support
- Response to Intervention (RTI) Plan

Follow Up On ...
- Are you in EFMP?
- Does it affect your child’s education?
- Do you know your School Liaison Officer, Ombudsman, and Family Readiness Group/Officer?

New School Arrival

Let the School Know:
- If your child has an IEP, 504 or RTI Plan
- Other supports received:
  - Tutoring
  - Counseling
  - Other: __________
- Educational or behavioral concerns
- Specialized classes or programs (GATE, Seminar, AP)

Moving to a Different State?
Check out what the Interstate Compact can do for you at www.mic3.net.

Kids’ Moving Checklist

- Return any library items I have checked out
- Decide which clothes and toys I have outgrown and give them away
- Get pictures of my friends
- Get contact information from my friends
- Look up my new hometown on a map
- Ask my parents how I can help them
- Give my friends my contact information

Kids’ Pet Moving Checklist

Car Travel:
- Get my pet used to car travel by helping mom or dad take them on short car rides
- Pack a leash for my pet’s safety
- Bring food and water for my pet
- Get mom or dad to stop the car during the trip so that my pet can exercise and take potty breaks

Air Travel:
- Get mom or dad to reserve a space on the airplane for my pet
- Make sure my pet can stand up, lie down and turn around in his crate
- Write “Fragile! Live Animal!” and “This Side Up” on the outside of the carrier. Also print my name and new address in the carrier
- Attach a new tag to my pet’s collar that has my name and new address
- Feed my pet a light meal five to six hours before the flight

Most Important:
- Talk to the vet and write down what he says to do to get pets ready to move.