

# MCEC Quick Checklist for School Moves

## FROM THE PARENT/GUARDIAN:

- Student's Birth Certificate
- Student's Social Security Number
- Student's Health Record (Immunization, etc.)
- Legal Documents as Needed
- Proof of Residency/Military Orders

## SCHOOL INFORMATION:

- Address, Phone Numbers, Other Contact Information
- Course Description Book/Grading Scale (if available for 6th grade and above)
- Copy of the Cover of Each Textbook or the Title Page
- School Profile/Handbook
- School Web Page (URL)
- Other: \_\_\_\_\_

## SCHOOL RECORDS:

- Copy of Cumulative Folder (only the copy mailed between schools is considered official)
- Current Schedule
- Report Cards
- Withdrawal Grades or Progress Reports
- Test Scores (Standardized or Special Program Testing, etc.)
- Other: \_\_\_\_\_

## SPECIAL PROGRAMS RECORDS AS APPROPRIATE:

- Individual Education Plan (IEP)/Individual Accommodation Plan (504)/Gifted Program Description
- English as a Second Language (ESL) or Bilingual Education
- At-Risk or Other Action Plans for Classroom Modifications
- Other: \_\_\_\_\_

## OTHER DOCUMENTS AND EXAMPLES:

- Writing Samples and Other Work Examples
- Activities Records (co/extracurricular)
  - Community Service or Service Learning
  - Other Work or Performance Examples
  - Academic Recognitions and Competition Participation
  - Other: \_\_\_\_\_

