

## CHECKLIST FOR STUDENTS TO BE DROPPED OR TRANSFERRED

(To be completed by teacher and submitted to office)

1. Notify the office.
2. **Teacher is responsible for notifying all specialists assisting the student. The specialist is responsible for submitting necessary information to principal's office.**  
(Please, check specialist notified)

<input type="checkbox"/> Learning Disabilities	<input type="checkbox"/> Emotionally Handicapped
<input type="checkbox"/> Speech Pathologist	<input type="checkbox"/> Educable Mentally Handicapped
<input type="checkbox"/> Social Worker	<input type="checkbox"/> Trainable Mentally Handicapped
<input type="checkbox"/> O.T./P.T.	<input type="checkbox"/> School Psychologist
<input type="checkbox"/> Title I Reading or Math	<input type="checkbox"/> Other

3. Check in all library books and textbooks.
4. Complete transfer form E408.
5. Check to see if there is outstanding lunch money due.
6. Submit to principal's office at the time of drop or transfer

<input type="checkbox"/> Checklist (E404)
<input type="checkbox"/> Textbooks (check with school secretary)
<input type="checkbox"/> Workbooks (these will be sent if student is staying in JPS)
<input type="checkbox"/> Transfer Form (E408)
<input type="checkbox"/> <b>Copy of all test scores</b>

Principal or designee will deliver to Central Office or receiving school:

<input type="checkbox"/> Cumulative Folder	<input type="checkbox"/> Intervention Plan
<input type="checkbox"/> Report Card (if not sent with student)	<input type="checkbox"/> Workbooks (only within JPS)
<input type="checkbox"/> Textbooks (only within JPS & only if needed by receiving school)	<input type="checkbox"/> Copy of historical grades from PowerSchool
<input type="checkbox"/> Copy of Health Screening from Power School	<input type="checkbox"/> Copy of Attendance from PowerSchool

Student Moving: \_\_\_\_\_

Last Day will be: \_\_\_\_\_

Moving To: \_\_\_\_\_

Teacher: \_\_\_\_\_