

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: _____



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