

QUICK CHECKLIST FOR SCHOOL MOVES

FROM THE PARENT/GUARDIAN:

- Child's Birth Certificate
- Child's Social Security Number
- Child's Immunization Record
- Guardianship/Power of Attorney
- 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)

SCHOOL RECORDS:

- Current Schedule
- Report Cards
- Withdrawal Grades or Progress Reports
- Test Scores (Standardized or Special Program Testing, etc.)

SPECIAL PROGRAMS RECORDS AS APPROPRIATE:

- Individual education plan (IEP)/504 Plan/ Gifted Program Description
- English as a Second Language (ESL) or Bilingual Education

OTHER DOCUMENTS AND EXAMPLES:

- Writing Samples and Other Work Examples
- Academic Recognitions and Competition Participation

Fort Gordon School Liaison Officer
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PLEASE REMEMBER TO HAND CARRY THESE ITEMS TO YOUR NEXT DUTY STATION. DO NOT PACK WITH HOUSEHOLD GOODS.