

# The key to transitioning from school to school

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Moving from base to base is often very stressful on both parents and children. Once families find out their new location, the next questions are: "What about the schools? What are the school ratings? Will my child get into IB or the Gifted Program? Will the new school honor our current IEP?" These are but a few of the questions that come to mind. Be that as it may, families with children from Pre-K to High School can take certain actions to moderate these concerns and help their kids transition effectively and successfully to a new school. Each child is as unique as each family's experience, but remember, you are not alone. MacDill School Liaison is here to help.

## The key to a successful transition is organization!

### Parent/Guardian

- Student's Birth Certificate
- Student's Social Security
- Student's Shot Record
- Legal Documents, as needed (example: custody or guardianship)
- Proof of Residency/Military Orders

### School Information

- Address, Phone Numbers, Contact Info
- Course Description Book/Grading Scale (if available, for grades 6 and above)
- For High School credit courses-copy of the title pages of textbooks
- For High School-School Profile/Handbook

### School Records

- Copy of Cumulative Folder (only the copy mailed by the school is considered official)
- Current Schedule
- Report Cards
- Attendance and Tardy Records
- Standardized Testing Records
- Withdrawal Grades or Progress Reports
- Test Scores (Standardized or Special Program Testing, etc)
- Activities Record (such as co/extracurricular)
- ROTC Records (if applicable/available)
- Letters of Recommendations (especially for gifted, band, or Seniors)
- Writing Samples (if available)
- Portfolios (if available)
- Accelerated Reader Points (if applicable)
- Service-Learning Hours (if applicable)

### Special Programs Records as Appropriate

- Individual Education Plan (IEP), Accommodation Plan (IAP), 504, Gifted
- English as a Second Language (ESL) or Bilingual Education
- At Risk or Other Action Plans for Classroom Modifications

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