

EDWARDS AFB SCHOOL LIAISON

QUICK CHECKLIST FOR SCHOOL MOVES

Student School Transitions: To ensure that you have a successful student transition between the gaining and loosing school, it's important for students and their parents to create and maintain a comprehensive education portfolio. Please use the checklist and portfolio to help organize important school information.

California School Age Attendance Requirements: California Education Code 48200 requires school attendance for all children between the ages of 6 and 18. Kindergarten is considered part of the regular school program. A child must be 5 years of age or older on or before December 2 to attend kindergarten, and must be 6 years old on or before December 2 to attend first grade.

(Comprehensive Education Portfolio Checklist)

From the Parent/Guardian

- Student's Birth Certificate
- Student's Social Security Number
- Student's Health Record (Immunization, etc.)
- Proof of Residency/Military Orders (utility bills, lease/escrow deed, housing contract)

Special 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

Exiting 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

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: Letters of recommendation from teachers/coaches
Community Record of Service Learning, student portfolio or resume

School Records/Information:

- ✓ 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

Checklist Excerpt from Military Child Education Coalition

www.MilitaryChild.org