

Leaving your School District

- Notify the school no later than a week before that you will be leaving the school or district.
- Ask for a copy of transcript (official one is mailed)
- Sign a request to have official copy of transcripts sent to new school.
- Ask for copy of IEPs and all evaluations available for students with special needs
- Find out the latest date your child can check out of school and still receive full credit
- Ask if the student can work on independent studies to complete a credit
- Ask if the student can complete credits after he/she has left the school district
- Ask if the school district can provide class work to allow the student to finish a class at his/her new school and earn credit at the previous school.
- Request work that your child can do to keep current during a transfer.

Documents - Good to keep on hand when you are moving

- Birth certificate
- Social Security Number and card
- Child's military ID card if over 10 years
- Immunization records
- Copy of school transcript 504 plans, Gifted Program Description, ESL, IEPs for students with special needs, referrals, medial records and information