Checklist for School Moves

PCS Checklist - From the Parent/Guardian
• Student’s birth certificate
• Student’s passport
• Student’s shot record
• Legal documents, as needed (power of attorney, custody papers, etc.)
• Military orders (including housing orders)

School Information
• Address, phone numbers, email, other contact information
• Course description book/grading scale (for 6th grade and above)
• Copy of the cover of each textbook
• School profile/handbook
• School web page

School Records
• Copy of cumulative folder
• Current schedule
• Report cards
• Withdrawal grades or progress reports
• Test scores (standardized or special program testing, etc.)