



Checklist for Transferring Students

Being prepared will help your children get placed in the appropriate classes from the start, but don't worry if you don't have all of these items. This is a best-case scenario!

1. Pay all school fees so official records will be sent when new school requests them.
2. Put all items to hand-carry in one place *away from packers!* (a large manila envelope?)

To hand-carry to new home:

- Current School Name, Address, Contact Information
- Report Card with Grades at Withdrawal
- Cumulative Folder (if authorized, and may need to pay for copies)
- Any Testing Information - Standardized Tests, End of Course, or Competency Test Scores
- Immunization and any Health Records
- Birth Certificate
- If applicable:
 - Special Programs records: IEP/504/Gifted (evaluation reports/test results)
 - Current class schedule (grades 6-12)
 - High School transcript (unofficial acceptable) w/ course history
 - Grading system and class rank, if applicable
 - Course Description book (nice to have - grades 6-12) may be on school website
 - Service Learning hours
 - Portfolios / Writing Samples
 - Record of school activities (extracurricular)
 - At-risk or Behavior Plans
 - Letters of Recommendation (especially for senior students)
 - Guardianship/Custody Papers

To register at new school: (check new district's website for registration requirements):

- Any of the above, plus:
- Proof of new address
- Child's immunization record
- Birth certificate and child's social security number
- Emergency contact names, addresses and phone numbers
- Contact information for any child care providers
- Medical information for any special health needs or medication at school

Please contact:

Child & Youth Education Services:

Naval Base Kitsap School Liaison Officer
(For NBK area schools)
nbk.slo@navylifepnw.com
360-340-2824

Regional School Liaison Officer
(For Central Kitsap School District)
cnrnw.slo@navylifepnw.com
360-396-4860