



# Checklist for Student Transfers

**Rock Island Arsenal School Liaison Services**  
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## Sending School Checklist

- Course Description Book
- School Profile
- Attendance and Tardy Records
- Report Card
- Current Schedule
- Withdrawal Grades
- Transcript/Course History (with grading system)
- Class Rank
- Cumulative Folder
- Testing Information-Standardized Test Scores, End of Course Test Scores, Competency Test Scores
- Health Records including Shot Records
- Social Security Number
- Activities Record such as co/extracurricular
- IEP/504/Gifted Records
- JROTC Records
- Guardianship/custody papers
- Fees Owed
- Alternative Schools Records
- Letters of Recommendations (especially for senior students)
- If available, Writing Samples
- If available, Portfolios
- If available, Accelerated Reader Points
- If available, Service Learning Hours