

SCHOOL PROCESSING CHECKLIST

For incoming and outgoing families to aid in the transition between locations and schools.



REGISTRATION INFORMATION

Documents and records to have on hand when enrolling in a new school

- Birth certificate and/or passport
- Immunization records
- Report cards/withdrawal grades
- Copy of school transcript/course history (with grading system)
- Legal documents (guardianship/custody papers)
- IEPs for students with educational needs, 504 Plans, ESL, etc.
- Proof of residency (lease, utility bills, escrow deed, etc.)
- Military orders or posting message
- Writing samples, activity records, community service hours, academic recognition, attendance/tardy records, and/or standardized test scores.

WITHDRAWING INFORMATION

Steps to take and records to request before leaving a school to move

- Notify the school
- Ask for a copy of school transcript
- Sign a request to have official copy of transcripts sent to new school
- Ask for a copy of IEPs for students with educational needs
- Request counsellors recommendation for placement
- Request letters of recommendation (especially for grade 11/12 students)
- Address, phone numbers, contact information, school website, school profile/handbook, and/or course description book
- Copy of the cover of each textbook or title page/table of contents



ENTERING A NEW SCHOOL

Before arriving at your new location:

- Contact new school district
- Contact installation school liaison (US)
- Ask for information about school district
- Ask for information about what school your child will attend
- Ask for copy of school calendar
- Check to see if you can register child prior to arrival
- What can you take care of prior to arriving at your new school? Physical examinations, immunizations, etc.

QUESTIONS FOR A NEW SCHOOL

Specific questions about available programs:

- What is the average class size?
- Is school bus transportation available?
- What is the school's approach to student discipline and safety?
- What extracurricular opportunities are available for students? Sports, clubs, community service, academics, etc.
- Do the children require a physical examination to join sports teams?
- Are there language of instruction options? French immersion, ESL, etc.
- What strategies are used to teach students who are not fluent in English?
- What is the food allergy policy?

Questions for elementary schools:

- What is the kindergarten entrance age?
- What is the cut-off birth date to enter?
- Is there full-day or half-day kindergarten?
Is there a fee?
- What grade does the school go up to?

Questions for middle schools:

- Do you follow a traditional middle school philosophy or use teaching teams?
- Do you have a buddy system to help my child during the first weeks?
- What extracurriculars do you offer?
- What grade does the school go up to?

Questions for high schools:

- Is the school on block or traditional scheduling?
- What is the grading scale? What is the passing grade definition?
- What are the graduation requirements (mandated testing, number or type of credits, community service hours, etc.)?
- Do you offer advanced placement or honour classes, vocational education, college prep programs?
- How does a child participate in programs that have early tryouts (hold several positions to tryout late? accept videotaped auditions?)
- Do you provide test preparation programs for ACT/SAT? (US)



Visit www.cfmws.ca/us-youtheducation or scan the QR code for a list of educational resources

available to assist CAF families moving from one country to another.

