

Elementary Transfer to Junior High

All Information on the PI Folder cover must be up-to-date and complete prior to transfer

Records Required to be Transferred:

Enrollment Form

PHLOTE

Birth Certificate

Proof of Residency (most current)

45 Day Screening

Legal Documentation

Withdrawal Form

K-6 Report Cards (Due to Comments)

Retention Papers

Most Recent Student Profile Report

ELL File

**Immunization Information should be transferred via the medical file

PURGE ALL OTHER FORMS

Junior High Transfer to High School

All Information on the PI Folder cover must be up-to-date and complete prior to transfer

Records Required to be Transferred:

Enrollment Form

PHLOTE

Birth Certificate

Proof of Residency (most current)

45 Day Screening

Legal Documentation

Withdrawal Form

Retention Papers

Most Recent Student Profile Report

ELL File

Jr High Transcript

**Immunization Information should be transferred via the medical file

PURGE ALL OTHER FORMS