

Creating connectivity between parents, schools, and the Marine Corps



Inbound

Records 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
- Birth Certificate
- Social Security Number
- Activities Record such as cocurricular/extracurricular
- IEP/504/Gifted Records
- JROTC Records
- Guardianship/Custody Papers
- Fees Owed
- Alternative Schools Records
- Letters of Recommendations (especially for senior students)
- Writing Samples, if available
- At-Risk or Action Plans for classroom modifications, if available
- Portfolios, if available
- Accelerated Reader Points, if available
- Service Learning Hours, if available

Outbound

Records Checklist

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- Accelerated Reader Points, if available
- Service Learning Hours, if available
- Proof of Residency
- Military Orders

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