



Prince George's County Public Schools

Transitional Record Review Kindergarten – Grade 12

SENDING SCHOOL	RECEIVING SCHOOL	SCHOOL YEAR
STUDENT NAME	STUDENT ID	STATE ID
		Transitional Grade: <input type="checkbox"/> 5 th <input type="checkbox"/> 6 th <input type="checkbox"/> 8 th

Shared Housing
 Homeless
 Court Documents
 504
 IEP

CUMULATIVE FOLDER	YES	NO	
Log of Review			
Student Registration Form PA14			
Updated Proof of Residency	<input type="checkbox"/> 1 st Notice <input type="checkbox"/> 2 nd Notice <input type="checkbox"/> 3 rd Notice		
Birth Certificate / Proof of Birth Documentation			
Student's Personal Data (SR-1 Side 1) <small>(PDS – if student was enrolled prior to school year 2008)</small>			
Student's School Attendance Data (SR-1 Side 2) <small>(PDS – if student was enrolled prior to school year 2008)</small>			
Annual Early Childhood School Performance Data Summary Early Care, Kindergarten and Grades 1-5 (SR-2 Side 1) <small>(PDS – if student was enrolled prior to school year 2008)</small>			
Annual middle School Performance Grade Levels 6-8 (SR-2 Side 2) <small>(PDS – if student was enrolled prior to school year 2008)</small>			
Annual Secondary School Performance, Grade 7-12 (SR-3 Side 1) <small>(PDS – if student was enrolled prior to school year 2008)</small>			
State Assessment Graduation Requirements Annual Secondary School Performance (SR-3 Side 2) <small>(PDS– if student was enrolled prior to school year 2008)</small>			
Annual Secondary School Performance Data Summary Grades 7-12 Supplemental (Optional) Card Including Placement for PARCC Scores School Years 2014-2015 and 2015-2016 (Card 3A Side 1)			
Annual Secondary School Performance Data Summary Grades 7-12 (Card 3A Side 2)			
Maryland State High School Assessment Performance (Card 3B)			
State Mandated Testing (Card 4 Side 1)			
LEA Testing (Card 4 Side 2)			
PGCPS University Transcript			
Final report cards (chronological order –current first) *If applicable - purge progress reports at close of school year			
CUMULATIVE FOLDER (If applicable)	YES	NO	
Divorces – Separations PGCPS Disclosure Form <small>(Attachment 2 for AP 5117- Attach to PA-14)</small>			
Affidavit of Disclosures <small>(PA-15 - Attach to PA-14; Complete at initial enrollment)</small>			
	YES	NO	N/A
Application for Enrollment of a Nonresident Student <small>(PA26 / 27 - Attach to PA-14)</small>			
Application for Request to Enroll Nonresident Students / Maryland Counties (PS28)			
Tuition Contract(s) (Attach to PA-14)			
Talented and Gifted Documentation (Insert after SR-4 card)			
International Student Placement Information, PS-12 / PS-88			
Discipline Referrals			
Suspension Documentation			
Expulsion Documentation			
Tentative Grade or Subject Agreement for Placement of Enrolling Student <small>(PS- 126)</small>			
Student Service Verification			
Student Transfer Decision Letter			
Application for Enrollment of a Nonresident Student (PA26 / 27)			
Maryland Student Exit Record / (SR-7)			
Notification of Pupil Withdrawal (PS105)			
Withdrawal Form – Secondary (PA22)			
Reading / Language Arts Data			
Records from previous non-Prince George's County Public Schools in chronological order			
STUDENT HEALTH ELECTRONIC RECORD (SHERE)	YES	NO	
Health Screening (SR-5, Side 1 & 2)			
▪ Log			
▪ Check List			
▪ DHMH 896			
Health Inventory (SR-6)			
▪ Physician's Orders			
▪ Medical Documentation			
▪ Medication Administration Records			
▪ Treatment Records			
▪ Private Duty Nurse			
▪ Nursing Agreements			
▪ Health Assessments			

Was the Permanent Record Card (PS46) updated by the sending school with the appropriate exit code and new school assignment?
 YES Date of transition _____ NO

Active or Inactive, please check one	<input type="checkbox"/> Active	<input type="checkbox"/> Inactive	
THE LIMITED ACCESS SIX-PART FOLDER (LAF)	YES	NO	N/A
PART I			
Access Log			
Referral Forms			
▪ Teacher Referral Form			
▪ Parent's Written Request to Meet with School Team			
▪ Educational History			
▪ SIT Notes relevant to Referral to Special Education			
Notice and Consent for Assessments			
▪ Initial Evaluation			
▪ Reevaluation for Consideration of Continuing Eligibility			
CIEP Referral Documentation			
PART II			
YES NO N/A			
Individual Education Plan (IEP) (Most Recent on Top)			
▪ IEP Team Meeting Sign-In Sheet			
▪ Signature page for the Procedural Safeguard Manual			
Notice of IEP Team Meetings			
▪ Summary Information for Non- Eligible Students			
Individualized Family Service Plan (IFSP) (Most Recent on Top)			
▪ IFSP Team Meeting Sign-In Sheet			
Notice of IFSP Team Meetings			
▪ Summary Information for Non-Eligible Students			
Current Transportation Request Data			
▪ SER-6R			
Behavior Intervention Plan (Most Current on Top)			
Functional Behavior Assessments			
PART III			
YES NO N/A			
Comprehensive Evaluation Reports			
Evaluations / Assessments			
Psychological			
Related Services			
▪ Speech / Language			
▪ Hearing			
▪ OT			
▪ Audio Logical / Audiogram			
▪ PT			
▪ Vision			
▪ Mobility			
Classroom Observations			
PART IV			
YES NO N/A			
Extended School Year Services (ESY)			
▪ ESY Packet of information			
▪ Reports of progress			
Compensatory Educational Services			
▪ Due process / Mediation Documentation			
PART V			
YES NO N/A			
Other (Court Document)			
▪ Child Protective Services			
▪ Guardianship Documents			
▪ Subpoenas			
▪ Protective Orders			
▪ Surrogate Documentation			
▪ Adoption Documentation			
▪ Homeless Education Documentation			
▪ Foster Care Documentation			
Health Services Information			
▪ Home / Hospitals Forms			
Section 504 Plan and Documentation	Eligible	Dismissed	N/A
PART VI			
YES NO N/A			
Progress Reports (Chronological Order / Current on Top)			
Related Service Documentation Logs			
Anecdotal Records			
Medicaid Forms			

Signature of Representative from Receiving School _____

Title _____

Date _____