

School Enrollment and Transition Checklist

Use this worksheet to organize questions and documents when a child enters a new school or needs education stability support.

Before enrollment

- Ask whether the child can remain in the school of origin.
- Confirm who has educational decision-making authority.
- Identify the correct enrollment contact and foster-care liaison.
- Ask what records are available and what may still be pending.
- Confirm transportation responsibilities and start date.

Documents to ask about

- Placement or enrollment verification accepted by the district
- Immunization and health records
- Individualized Education Program or Section 504 plan
- Transcript, report card, schedule, and attendance record
- Transportation plan
- Technology, device, and account access
- Extracurricular participation requirements

First-week support

- Confirm the child knows arrival, dismissal, lunch, and transportation routines.
- Ask the child what information they want shared with teachers or peers.
- Identify a safe adult at school.
- Check access to meals, supplies, uniforms, and activities.
- Schedule a brief follow-up with the school contact.

Notes and follow-up

School and liaison contacts

Questions or missing records

Next steps

Important: General planning tool only. Follow current agency, court, licensing, medical, and safety instructions. Avoid recording unnecessary confidential information.