

Next School Placement Transition Checklist:

WOLF SCHOOL RESPONSIBILITIES

- Provide clear direction in the placement process
- Recommend specific schools and or programs that meet individual needs. Both for public and private
- Write letters of recommendation
- Convene regular meetings with students to help prepare them for
 - A. School visits
 - B. Interviews
 - C. Application process
 - D. Transition process
- Provide necessary documentation
 - Transcripts
 - Standardized testing
 - Grades
 - Specific material requested by parent

PARENT RESPONSIBILITIES

- “Request for Transfer of Records” Sheet
 - As soon as you can, fill it out, date it, give back to Admissions Office
 - List all schools- public and private- you are considering (address not needed)
 - Apprise us of schools we will send records to
 - If you add other schools, give us a call, and we will add them to your sheet

We will send the following:

- A. Transcript of semester grades, final grades and attendance will be sent
- B. Semester grades and comments (if required)
- C. Standardized test scores
- D. If schools request letter(s) of recommendation (possibly English and Math teachers), give recommendation to Admissions Office to distribute and we will send this directly to school admissions office along with all other information and records