

# School transition information checklist

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School Transition Information Checklist (PDF) | PTB

A printable checklist of the records and information to gather when changing schools or countries, including SEN and EAL documents and exam entries.

Everything a new school will ask for, gathered before you need it: reports, samples, support plans and exam entries, in one printable checklist.

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Changing schools, whether across Bali or across the world, runs on documents. The families who find it easy are the ones who requested everything before leaving, because retrieving school records from another country afterwards is slow and sometimes impossible.

Below is the complete printable content: a tick-box list in four sections, covering general records, SEN and EAL documentation, and exam entries. Request items from the current school six to eight weeks before departure, and keep paper and digital copies of everything.

The general file every moving family should carry:

1. School reports for the last two or three years, complete versions, not summaries.
2. Any standardised results: baseline tests, reading ages, CAT-style scores, national assessments such as NAPLAN or SATs.
3. A reference or transfer letter from the current school, where offered.
4. Recent work samples in English and mathematics: two or three dated pieces, including one your child is proud of and one showing typical everyday work.
5. A list of curricula and programmes studied, with the textbooks or schemes used where you know them.
6. For homeschooled children: the portfolio summary, attendance log, reading list and any tutor reports.
7. Digital copies of all of the above, emailed to yourself before moving day.

The reasoning behind each item, and how a new school reads them, is in our guide to school records for an international move. One habit pays for the whole checklist: ask for digital copies of everything, and email yourself the complete set before moving day.

If your child has had any learning support, this section is the one to complete in full. SEN means special educational needs; EAL means English as an additional language.

8. Current and previous support plans or individual education plans (IEPs).
9. Reports from specialists: educational psychologist, speech and language therapist, occupational therapist, paediatrician.
10. A note of classroom adjustments currently in place: seating, extra time, reader support and similar.
11. Any exam access arrangements granted, with the evidence that supported them.
12. EAL programme records or language assessments, so support at the new school continues rather than restarts.
13. Your own dated notes on what has helped and what has not; new teachers find these invaluable.

Assessment reports are slow and expensive to repeat, so carry originals digitally and on paper, and share them with the new school early rather than waiting to be asked. Sharing early is also what allows support to continue without a gap, because the new school's learning team can plan before your child's first day rather than after the first difficulty.

14. Predicted grades and the most recent mock examination results.

15. Exam board entries made or planned: boards, subjects, tiers and series.

16. The status of internal components: coursework, internal assessments, extended essay or CAS progress in the IB Diploma.

17. Contact details for the current school's exams officer, for component transfer questions.

Mid-course moves in the final two school years are genuinely difficult because these components accumulate. If that is your situation, read changing school mid-year without losing continuity before finalising dates.

The PDF is the seventeen items above, grouped and boxed for ticking, with a request-tracking column for date asked and date received. Related reading: returning to school after homeschooling covers the home-education route back into school, and our relocation support service page explains how we help families through the move.

school records for an international move

changing school mid-year without losing continuity

School records for an international move

The article behind the checklist, document by document.

The 30, 60 and 90 day continuity plan for mid-term arrivals.

The full library of printable checklists, worksheets and planners.