

School Transition Portfolio

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It's a good idea to make a school transition portfolio for each child and update it regularly to decrease stress caused by school transitions. You can take the portfolio to school or sporting activity registrations while on your house hunting trip. When you arrive at your child's new school with your custom portfolio, you won't have to search for documents, so you can focus on meeting principals, teachers, registrars and guidance counsellors. Productive meetings with education staff can mean timely registration for programs or placement on waiting lists, and clear communication of your child's needs.

Recommended Portfolio Contents	
<input type="checkbox"/> 1. Copy of posting message	<input type="checkbox"/> 9. Proof of eligibility for Catholic school (if applicable)
<input type="checkbox"/> 2. Basic contact information including photograph of child	<input type="checkbox"/> 10. Samples of current best school work
<input type="checkbox"/> 3. Identification/legal documents	<input type="checkbox"/> 11. Academic awards or recognition
<input type="checkbox"/> 4. Copy of immunization records	<input type="checkbox"/> 12. Community service or volunteer hours
<input type="checkbox"/> 5. Report cards and transcripts	<input type="checkbox"/> 13. Extracurricular activities and leadership experience
<input type="checkbox"/> 6. Standardized test results (if applicable)	<input type="checkbox"/> 14. Curriculum documents
<input type="checkbox"/> 7. Individual education plan and/or psychoeducational assessment (if applicable)	<input type="checkbox"/> 15. Employment experience
<input type="checkbox"/> 8. Copy of English/French Second Language/bilingual education documents	<input type="checkbox"/> 16. Proof of address at new location

What Belongs in my Child's Education Portfolio?

1. **Copy of posting message**
2. **Basic contact information:** Name of child, birth date, names of guardians, address, email and phone contacts, name and contact information of most recent school, recent student photo
3. **Identification documents:** Copies of birth certificate and passport; legal documents relating to custody, guardianship or adoption (if applicable)
4. **Copy of immunization records**
5. **Report cards and transcripts:** Progress reports, report cards, transcripts, letters from teachers
6. **Standardized test results (if applicable):** Copies of any relevant results, including but not limited to: SAT (US/International), ACT (US/International), EQAO (Ontario), Provincial Achievement Tests (Alberta)
7. **Individual education plan and/or psychoeducational assessment (if applicable)**
8. **Copy of English/French as a Second Language/bilingual education documents:**
Possible samples include: TOEFL (Test of English as a Foreign Language), IELTS IELTS (International English Language Testing System), bilingual certificate, etc.
9. **Proof of eligibility for Catholic school (if applicable):** Copy of baptismal certificate, parent's baptismal certificate, proof of parish, prior Catholic school report card, depending on individual school requirements
10. **Samples of current best school work:** Useful to demonstrate achievement in math, languages, sciences, social sciences, arts, physical education, interpersonal relationships
11. **Academic awards or recognition**
12. **Community service or volunteer hours:** Required for graduation at some institutions. Useful when seeking bursaries or scholarships
13. **Extracurricular activities and leadership experience:** A list may facilitate acceptance onto new teams as well as complement any applications for scholarships and bursaries
14. **Curriculum documents:** Useful for describing language arts, mathematics & science programs of last school attended
15. **Employment experience/letters of recommendation:** Useful when seeking employment, bursaries and scholarships for post-secondary applications
16. **Proof of address at new location:** Copy of lease, proof of purchase from banking institution, and/or current utility bill with name and address