

**Student File Checklist*****Required Documentation for Elementary to Secondary Transition – SD73***

Before transferring a student's physical file to a secondary school, ensure the following documents are included, organized, and up to date:

1. Registration Documents

- Birth Certificate
- BC Care Card
- Proof of Address
- Completed Enrolment Form (original from first registration is fine)

2. Academic Records

- Report Cards (organized by term and year, with the most recent on top)
- Foundation Skills Assessment (FSA) results stapled to the corresponding academic year

3. Inclusion and Legal Documentation

- Medical Alerts
- Court Orders (e.g., custody or guardianship)
- Other relevant legal documents
- ***Note: Ensure all documents are current and valid.***

4. GEDU Form

- Signed copy of Form

5. Out-of-Country Students

- Documentation verifying ordinarily resident status (AP 300)
- ***Note: Ensure all documents are current and valid.***

6. Inclusive Support File

- Complete Inclusive Support documentation as applicable

Registration Forms Reminder

1. Media Form Personal Information – completed each year
2. Outside Media in Schools – completed each year
3. Student Use Agreement and Consent Form – completed once at Elementary and again at Secondary
4. GEDU – completed once for SD73