



Move-Up Procedures 2015

All Special Educators who have students transitioning to new schools for the 2014-2015 school year must bring ALL Student Brown Folders to SPED Records during the dates and time below:

Move-Up Dates and Times:
May 11, 2015 through May 30, 2015
8:00am-5:00pm

Step 1:

Gather Brown Files

Please bring ALL brown folders of students who will be transitioning from your site

Transition Grades

- Pre-K moving to Elementary Schools
- 5th Graders moving to Middle Schools
- 8th Graders moving to High Schools
- High School Students moving to C.A.T. program
- Graduating Students (Clearly Identify)

Step 2:

- **Fill out Transmittal Log completely include in box**
- **Complete cover sheet and attach to individual files**

Step 3:

HAND Deliver Brown Folders to:

Special Education Records Office

1351 42nd Avenue, Room 102 (Parking entrance on 43rd Avenue between Irving/Judah)
Attn: Mercedes Venegas

- Put school site name on all boxes
- Include Site Transmittal Log on each box
- **DO NOT send move up files through Inter-district Mail**

Step 4:

Pick up files from Special Education Records in August.

***For Questions please contact Mercedes Venegas at (415) 759-8792 or
venegasm1@sfusd.edu***