



## **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
- 5<sup>th</sup> Graders moving to Middle Schools
- 8<sup>th</sup> 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 42<sup>nd</sup> Avenue, Room 102 (Parking entrance on 43<sup>rd</sup> 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  
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