



# Count ME In!

## New School Checklist for Middle and High School Students

*Designed By Students For Students*

**To be completed by new students:**

### School Work/Credits

- Records Transferred: A member of school staff has received my previous school records/transcripts, progress reports
- Confirm Acceptance: A member of school staff has talked with me about my previous school work and/or credits/credit equivalency
- Review Academic Expectations: A member of school staff has talked with me about academic expectations and my credit status
- Previous School Contact: I have shared the name of someone from my old school who helped me

### Who's Who at School

- I have been introduced to school staff
  - Principal and/or Assistant Principal \_\_\_\_\_
  - Guidance Counselor or Social Worker \_\_\_\_\_
  - School Nurse and/or School Health Coordinator \_\_\_\_\_
  - Classroom teacher(s) \_\_\_\_\_
  - Attendance Secretary \_\_\_\_\_
  - Coaches, players, and afterschool activity leaders as appropriate \_\_\_\_\_
  - Other \_\_\_\_\_

### Schedule and Tour

- I have received a class schedule and someone has gone over it with me
- I have received a tour of the school:
  - Bathroom(s) ○ Nurse's Office ○ Trash and Recycling ○ Classrooms ○ Gym
  - Outdoor Areas ○ Cafeteria ○ Lunch Lines
- My lunch time is \_\_\_\_\_
- My locker is \_\_\_\_\_
- I have received a lock or
  - I need to buy a lock for my locker
- My bus number is \_\_\_\_\_
- School starts: \_\_\_\_\_ AM
- School ends: \_\_\_\_\_ PM
- Late bus leaves at \_\_\_\_\_

### Connections

- I will sit with \_\_\_\_\_ at lunch
- If I feel "stressed out" during the day I will check in with \_\_\_\_\_

*Count ME In is a program that promotes increased student attendance, engagement and academic achievement through data driven strategies. This checklist was developed by the Keeping Maine's Children Connected Youth Advisory Committee to help students transitioning to a new school.*

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