

TCU TRANSFER CHECK OFF SHEET

Student _____ Student ID No. _____

Sending Center _____ Receiving Center _____ Date Sent _____

PLEASE SEND ALL INFORMATION TO THE TCU ATLANTA JOB CORPS TRAINING PROGRAM AT ONE TIME BY OVERNIGHT MAIL.

The following information is required by the Atlanta Job Corps Center prior to a student's transfer to TCU:

1. **Medical folder – in a separate, sealed envelope that will be reviewed only by the Health Services Department on Center. This should include:**

- All chronological records of medical care (nursing notes)
- Any/all record of current physical exam SF88 and current immunization records (Full Physical documented every 12 months.)
- HIV test on admission
- RPR and PPD within last year
- Hematocrit/Hemoglobin result within last year
- All TEAP (AODA) notes and drug screen results
- Mental health service report, if any, or notation that no mental health concern identified during current enrollment
- Dental Exam – must be a priority 3 or 4
- If there are any significant or chronic medical problems, please send a progress note (SF600) or any information about it

2. **Other information needed – not sealed:**

- Current Student Profile (ETA 6-40) updated with leave, accountability, incidents, ESPs, and pay levels
- Data Sheet (ETA 6-52)
- Student Conduct Profile
- Copy of GED or High School diploma
- For students completing trade under 180 days, verification letter from Center Director to Atlanta Center Director is required.
- Separation Advance Report
- Copy of completed Vocational TAR including Foundation TAR with all lines signed
- Recommendation letter from an instructor, a counselor or the Center Director

All of the above student material needs to be sent by overnight mail in one package to Ms. Nicole Burnett, TCU Job Corps Training Program, 55 Marietta Street, Suite 450, Atlanta, GA 30303 Phone (404) 589-0831

If **ALL** of the information is not received by Ms. Burnett, the student's acceptance into the Atlanta Job Corps Center and TCU will be delayed.

I certify that all of the above documents are enclosed:

Sending Center Staff Member Date

Phone Number _____