

TCU TRANSFER CHECK OFF SHEET

Student _____ Student ID No. _____

Sending Center _____ Receiving Center _____ Date Sent _____

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

The following information is required by the GARY 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
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)
Copy of GED or High School diploma
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. Damaris Ortiz, TCU Job Corps Training Program, 2800 Airport Highway 21, San Marcos, Texas 78667 Phone (512) 396-6480
PLEASE MARK THE PACKAGE "CONFIDENTIAL."

If **ALL** of the information is not received by Ms. Ortiz, the student's acceptance into the GARY 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 _____