

## TCU TRANSFER CHECK OFF SHEET

Student \_\_\_\_\_ Student ID No. \_\_\_\_\_

Sending Center \_\_\_\_\_ Receiving Center \_\_\_\_\_ Date Sent \_\_\_\_\_

PLEASE SEND ALL INFORMATION TO THE HUBERT H. HUMPHREY JOB CORPS CENTER AT ONE TIME BY OVERNIGHT MAIL.

The following information is required by the Hubert H. Humphrey 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 (entire file required including any outside records)
- Dental Exam within the last 6 months – 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
- For females a Pap must be done, if there has not been a current Pap within the last year.

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

- Current Student Profile (ETA 6-40) updated with leave, accountability, incidents, ESPs (Evaluation of Student Progress), and pay levels
- Data Sheet (ETA 6-52 Primary Applicant form)
- Copy of GED or High School diploma
- Separation Advance Report
- Copy of completed CTT TAR.
- Recommendation letter from an instructor, a counselor or the Center Director
- Student Conduct Profile Report

All of the above student material needs to be sent by overnight mail in one package to Mr. Jason Dreis, Lead Field Educational Representative TCU Job Corps Training Program, 1480 North Snelling Avenue, St. Paul, MN 55108 Phone (651) 644-2823.

If **ALL** of the information is not received by the Hubert H. Humphrey Job Corps Center, the student's acceptance into the Hubert H. Humphrey 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 \_\_\_\_\_