TCU/IAM TRANSFER CHECK OFF SHEET

Student _____ Student ID No. _____

Sending Center _____ Receiving Center _____ Date Sent _____

PLEASE SEND ALL INFORMATION TO THE TCU/IAM POTOMAC TRAINING PROGRAM AT ONE TIME BY OVERNIGHT MAIL.

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

1. **Medical folder – in a separate, sealed envelope that will be reviewed only by the Health Services Department on Center. This should include:** *A complete copy of full medical file. This should be identical to original medical file upon transfer including:*
   - ❒ 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
   - ❒ Social intake report
   - ❒ Proof of Medical Insurance if applicable, or notation stating student does not have medical insurance
   - ❒ 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
   - ❒ Student Conduct Profile Report
   - ❒ Data Sheet (ETA 6-52)
   - ❒ Copy of GED or High School diploma
   - ❒ Separation Advance Report
   - ❒ Copy of all ESPs (Evaluation of Student Progress)
   - ❒ Copy of Social Skills TAR
   - ❒ Recommendation letter from an instructor, a counselor or the Center Director
   - ❒ Student Essay
   - ❒ Case Notes Detail Lists

All of the above student material needs to be sent by overnight mail in one package to TCU/IAM Advanced Training Program, Ms. Jessica Witchoski, Lead Field Educational Representative, Potomac Job Corps Center, Building #2, #1 DC Village Lane, SW, Washington, DC 20032. Phone (202) 373-3118.

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

I certify that all of the above documents are enclosed:

_____

Sending Center Staff Member Date

Phone Number _____