

# TCU TRANSFER CHECK OFF SHEET

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

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

Please send all information to the Shriver Job Corps Center at one time by overnight mail to:

**Ms. Candice Hyde, Business Career Vocational Manager, Shriver Job Corps Center, 270 Jackson Road, Devens, MA 01434 Phone (978) 784-2649**

The following information is required by the Shriver Job Corps Center **PRIOR** to a student's transfer **OR** making transportation arrangements 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 photocopies of:**

- 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 within the last six 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

2. **Other information needed:**

- Current Student Profile (ETA 6-40) updated with leave/AWOL history, accountability, incidents, and pay levels
- Data Sheet (ETA 6-52)
- Copy of GED or High School diploma and TABE scores
- Separation Bonus Information Sheet – this must be current information indicating the amount of Separation bonus available the student. Also any allotment information past or present (child care, etc.).
- Disciplinary Records (CSIO)
- Student essay/3 letters of recommendation
- Copy of valid Driver's license
- Copy of completed Vocational TAR.
- Center Director Approval letter – signed by Center Director

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