

ACCESS FOR ELLS TRANSFER REQUEST - FOR STUDENTS WHO HAVE STARTED ONLINE TESTING - USE SYNCPLICITY DO NOT EMAIL THIS FORM

| New district (receiving/moved to) | |
|--|--|
| District | |
| School | |
| DAC email | |

Do not make an account for the new student(s) while waiting for their completed test session(s) to be transferred. Making an account will delay the transfer process.

| Former district (sending/moved from) | |
|---|--|
| District | |
| School | |
| DAC email | |

Notify CDE that this form is in Syncplicity - information for email

To: Heather Villalobos Pavia; Sending District DAC

Subject line: STUDENT TRANSFER REQUEST

Body of email: I am uploading a student transfer request to Syncplicity. The student is from _____ district, _____, school and in ___ grade. The last three digits of the student SASID are: __ __ __.

*Sending district DAC must reply all to confirm that the student is no longer theirs. If the information in the email alone is not enough to confirm this information a phone call should be made.

| STUDENT INFORMATION | |
|----------------------------|--|
| FIRST name | |
| MIDDLE name | |
| LAST name | |
| Date of Birth | |
| SASID | |
| Grade | |

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