COLORADO
Department of Education

# CoAlt English Language Arts and Mathematics (DLM)
## District to District Student Transfer Request

## Upload to Syncplicity
## DO NOT email this form

**SENDING (moving from)**

District Name: _____

School Name: _____

DAC Name: _____

DAC Email: _____

DAC Phone: _____

**RECEIVING (moving to)**

District Name: _____

School Name: _____

DAC Name: _____

DAC Email: _____

DAC Phone: _____

## STUDENT INFORMATION

Last Name: _____  First Name: _____  Middle Initial: __

SASID: _____  Date of Birth: _____  Grade Level: __

## INSTRUCTIONS

1. Fill out form completely and upload to the CoAlt subfolder in your district's Assessment Syncplicity folder. A student transfer request can be initiated by the DAC from either the sending or the receiving district, however, it is preferable that it be initated by the DAC from the receiving district.
2. Send an email to Arti Sachdeva to notify her of the transfer request. Because the form contains student personally identifiable information (PII), DO NOT send the transfer request form via email. CC the DAC from the other district.
3. Do not use this form to transfer student for CoAlt Science or Social Studies. Those transfers can be made within PearsonAccess[next].

**To**: Arti Sachdeva
**cc**: DAC from the other district
**Subject**: DLM Student Transfer Request

**Body of Email:**
I have uploaded a CoAlt ELA/Math student transfer request to the CoAlt folder in Syncplicity. The student is in grade _____, from _____ school in _____ district and going to _____ school in _____ district. The last three digits of the student's SASID are _ _ _.

*The DAC from the other district must reply to all to confirm to the student transfer. If the information in the email alone is not sufficient to confirm this information, a phone call should be made.

## UPLOAD THIS FORM TO SYNCPLICITY. DO NOT EMAIL THIS FORM