

**NOTIFICATION LETTER
OF PUPIL ENROLLMENT ON COUNT DAY OR IN THE FIVE DAYS PRECEDING THE COUNT DAY**

To: _____
Former School District

Pupil Count Coordinator

Address

City, State, Zip Code

From: _____
Current School District

Pupil Count Coordinator

Address

City, State, Zip Code

The pupil(s) noted below have enrolled in our school district on the date(s) shown and have established membership by attendance. Colorado State Board of Education (CSBOE) Rules require that we notify your school district of these pupil counts within 15 calendar days after the official count day.

According to CSBOE Rules, if the pupil attended class(es) in the former district and the receiving district on the count day, the receiving district is entitled to include the pupil in its official membership count. The former district may only count the pupil if he/she did not establish membership by attendance in the receiving district.

Pupil Name and SASID	Birth date	Withdrawal Date	Former School Name	Grade	Enrollment Date	New School Name	Grade

CERTIFICATION: I HEREBY CERTIFY THE ABOVE PUPILS MET THE MEMBERSHIP CRITERIA FOR OUR DISTRICT'S PUPIL COUNT.

SIGNATURE: _____ **TELEPHONE NUMBER:** _____ **DATE:** _____

For school district use only. Do NOT send to CDE.