

Adequate Documentation of Transfer

Documentation Required for Specific School Exit Types



School Exit Type	Description	Adequate Documentation Needed
02	Death	Obituary <u>or</u> Notification from parent/guardian <u>or</u> Written Confirmation from School Administrator
05	Transfer to a school located in a different country	Written Records Request <u>or</u> Certificate of Enrollment/Attendance <u>or</u> written confirmation by school Administrator based on a conversation with a parent/guardian <u>or</u> parent/guardian signature on written intent to emigrate and attend school in another country Suggestion: Track conversations with parents in attendance records when leaving the country so the last known plans can be communicated.
13	Transfer to a public school in a different Colorado school district	An in-state Confirmation of Enrollment/Attendance is required and may be requested as part of the student end-of-year verification processes. Note: In-state transfers to a public school may NOT be documented through records requests or the Record Integration Tracking System (RITS) because a student may never have attended the school in which the student enrolled.
14	Transfer to a public school in a different state	Written Records Request <u>or</u> Confirmation of Enrollment/Attendance Suggestion: Track conversations with parents in attendance records when leaving the state so the last known plans can be communicated.
15	Transfer to a non-public school	Written Records Request <u>or</u> Confirmation of Enrollment/Attendance
16	Transfer to home-based education (home schooling)	Written confirmation of intent to homeschool signed by Parent/Guardian
18	Transfer to a Career and Technical (vocational) Education program not administered by a Colorado school district or BOCES	Written Records Request <u>or</u> Confirmation of Enrollment/Attendance
19	Transfer to a Licensed Eligible Approved Facility School or State Operated Program	Written Records Request <u>or</u> Confirmation of Enrollment/Attendance
21	Transfer to a facility operated by the Colorado Department of Corrections or Division of Youth Corrections	Written Records Request <u>or</u> Confirmation of Enrollment/Attendance
26	Transfer to a detention center (out of district)	Written Records Request <u>or</u> Confirmation of Enrollment/Attendance
30	Illness/Injury	Doctor's Note
70	HSED Transfer	Written Records Request <u>or</u> Confirmation of Enrollment/Attendance Suggestion: Obtain a copy of the student's HSED <u>or</u> check for student on the HSED list provided to student end of year data respondents by CDE

Note: Share this list with school or district registrars and/or other personnel who are responsible for enrollment records.