

## Adequate Documentation of Transfer List

Exit Type Code	Description	Adequate Documentation Needed
02	Death	Obituary <u>or</u> Notification from Parent(s) <u>or</u> Written Confirmation from School Administrator
05	Transfer to a school in another country	Written Records request <u>or</u> written confirmation by school Administrator based on a conversation with a parent <u>or</u> parent/guardian signature.  Suggestion: Track conversations with parents in attendance records when leaving the country so that last known plans can be communicated.
13	Transfer to a public school in a different Colorado school district	In-state transfers to a Public School may <b>not</b> 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. An in-state confirmation of attendance is adequate documentation and may be requested as part of the end-of-year verification processes.
14	Transfer to a public school in a different state	Written Records Request or Certificate of Enrollment  Suggestion: Track conversations with parents in attendance records when leaving the state/country so that last known plans can be communicated.
15	Transfer to a non-public school	Written Records Request or Certificate of Enrollment
16	Transfer to home-based education (home schooling)	Signed Parent Letter
18	Transfer to a Career and Technical (vocational) Education program not administered by a Colorado school district or BOCES	Written Records Request or Certificate of Enrollment
21	Transfer to a facility operated by the Colorado Department of Corrections or Division of Youth Corrections	Written Records Request or Certificate of Enrollment
26	Transfer to a detention center (out of district)	Written Records Request or Certificate of Enrollment
30	Illness/Injury	Doctors Note
70	GED Transfer	Suggestion: Obtain a copy of the student's GED <u>or</u> check for student on the GED list provided by CDE

**NOTE:** Please share this list with school or district registrars and/or other personnel who are responsible for attendance information.