ACCESS FOR ELLS TRANSFER REQUEST

ONLY FOR STUDENTS WHO HAVE STARTED ONLINE TESTING

Upload this Form to Syncplicity do NOT email it.

RECEIVING (moved to)   **SENDING (moved from)**

District: District:

School: School:

DAC email: DAC email:

==ONLY for students who have started online testing and need to finish in the new district.==

==Do NOT add the new student to WIDA AMS, they will be added through the transfer.==

STUDENT INFORMATION

Last name:

First name:

Middle name:

Date of Birth:

SASID:

Grade:

COMMUNICATION
Date and time email about transfer was sent:

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 Syncplcity. 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.

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