



COLORADO
Department of Education

Transferring Students

2014-2015 Student October Count

Created by the Field Analyst Support Team (FAST)

Definition

Students who move from one school to another within a district or who move from one district to another within the same state.

Students who transfer out of the district to another state prior to the pupil enrollment count day are not eligible for funding.

Between Districts

- **If a student transfers between districts and attends both districts on the pupil enrollment count day, the receiving district is entitled to include the student in its funded count**
 - Pupil must show proof of withdrawal from the prior district at the time of enrollment in the receiving district
 - Request for records is not adequate documentation from the student or the district
 - Letter from the parent indicating intent to withdraw is acceptable
 - The receiving district should ensure that it has attendance verification showing the student enrolled and began attending class on the pupil enrollment count day
 - Quizzes, sign in sheets, in-class assignments, teacher verification, etc.
- **Schools with CDE approved alternative pupil enrollment count day that enrolled students from another Colorado district on any day following the pupil enrollment count day, may include these students in their count if:**
 - The receiving district obtains certification from the former district stating that the student was not included in its pupil enrollment count day, and
 - The receiving district maintains pupil enrollment count day and continuing attendance and schedule (if applicable) records

In-District

- A student transferring in district during the count period must have an enrollment history that shows that there was no lapse in overall district enrollment
 - The student must be actively enrolled with the district on the pupil enrollment count day; otherwise he/she is not eligible to be counted
- In the event that a student is actively enrolled as of the pupil enrollment count day, is not withdrawn from the district at any time during the count period, and does not meet the attendance and schedule requirements at one district school, the district may provide enrollment, attendance, and schedule documentation from both district schools to show that funding eligibility was met

Audit Documentation

- **Between Districts:**

- Proof of withdrawal from the prior district may be requested
- Additional attendance verification from the count day
- Certification from the prior district stating the student was not included in their count may be requested

- **In-District:**

- In-district (if applicable) attendance and schedules from both in-district schools, along with an enrollment history

Transferring Student Example

Larry Leek, a 9th grader, transferred from District A to District B on October 15. He had perfect attendance. District A follows the state-wide pupil enrollment count day, Oct. 1. District B has an alternative count date of October 20. District A and District B both include Larry in their funded pupil count. Who is entitled to count Larry and what documentation is required?

Transferring Student Example

Larry Leek, a 9th grader, transferred from District A to District B on October 15. He had perfect attendance. District A follows the state-wide pupil enrollment count day, Oct. 1. District B has an alternative count date of October 20. District A and District B both include Larry in their funded pupil count. Who is entitled to count Larry and what documentation is required?

District A is entitled to count Larry in their funded pupil count because he was present on the state-wide pupil enrollment count day. The Oct. 1 count date takes precedence over any alternative count date unless District A indicated that they are not planning on counting Larry. District A will need to provide Larry's enrollment history, his student schedule, and documentation that proves attendance on the pupil enrollment count day. If Larry didn't have perfect attendance and had missed school on Oct. 1 and District A were not able to prove attendance before and after the pupil enrollment count date, then District B would be eligible to count Larry as long as they could provide enrollment, a schedule, and documentation to prove attendance on their alternative count date.

Questions?

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Thank you!