# Student Transfer Follow-Up

### **Note:** Information about a student’s educational status and location provided by the sources listed below is valid only for the purpose of district record -keeping. Under rules adopted by the Colorado State Board of Education, only a records request or official confirmation of enrollment will be considered “adequate documentation of transfer.” A completed list of accepted adequate documentation for students transferring out of districts can be found on [CDE’s Adequate Documentation site](https://www.cde.state.co.us/datapipeline/seyadequatedocs).

**Source of information and type of correspondence:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Source** | **Phone** | **Email** | **Letter** | **In Person** | **Other** | **Describe other** |
| Parent/Guardian |[ ] [ ] [ ] [ ] [ ]  Click or tap here to enter text. |
| Designated emergency contact |[ ] [ ] [ ] [ ] [ ]  Click or tap here to enter text. |
| Other immediate relative |[ ] [ ] [ ] [ ] [ ]  Click or tap here to enter text. |
| Parent’s employer |[ ] [ ] [ ] [ ] [ ]  Click or tap here to enter text. |
| Neighbor |[ ] [ ] [ ] [ ] [ ]  Click or tap here to enter text. |
| Military contact |[ ] [ ] [ ] [ ] [ ]  Click or tap here to enter text. |
| Migrant Liaison |[ ] [ ] [ ]  [ ]  |[ ]  Click or tap here to enter text. |
| District Employee |[ ] [ ] [ ] [ ] [ ]  Click or tap here to enter text. |
| Classmate/fellow student |[ ] [ ] [ ] [ ] [ ]  Click or tap here to enter text. |
| All other sources |[ ] [ ] [ ] [ ] [ ]  Click or tap here to enter text. |

 [ ] \*Check here if the parent/guardian has requested student’s records/transcripts

**Notes:**

Date the correspondence occurred: Click or tap to enter a date.

Name of person who provided the information: Click or tap here to enter text.

Relationship to student: Click or tap here to enter text.

**Student’s new address (fill in any information provided by the source(s) above):**

Street: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Click or tap here to enter text.

Zip code: Click or tap here to enter text.

Country: Click or tap here to enter text.

New Phone Number: Click or tap here to enter text.

 **Other Comments:**

Click or tap here to enter text.

**Name of district employee recording the information above:** Click or tap here to enter text.

**Employee’s Title:** Click or tap here to enter text.

**Employee’s Signature:**