# 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 |  |  |  |  |  |  |
| Designated emergency contact |  |  |  |  |  |  |
| Other immediate relative |  |  |  |  |  |  |
| Parent’s employer |  |  |  |  |  |  |
| Neighbor |  |  |  |  |  |  |
| Military contact |  |  |  |  |  |  |
| Migrant recruiter |  |  |  |  |  |  |
| District Employee |  |  |  |  |  |  |
| Classmate/fellow student |  |  |  |  |  |  |
| All other sources |  |  |  |  |  |  |

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

**Notes:**

Date the correspondence occurred:

Name of person who provided the information:

Relationship to student:

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

Street:

City:

State:

Zip:

Country:

New Phone Number:

**Other Comments:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Name of district employee recording the information above: |  |
| Employee’s title: |  |
| Employee’s signature: |  |