

CLIFTON PUBLIC SCHOOLS STUDENT TRANSFER VERIFICATION FORM

Student Name: _____ School: _____ Grade: _____

Name(s) of Parent(s)/Guardian(s): _____ Relationship: _____

Telephone #: (____)-____-____ Email: _____ Date of Transfer: _____

I. Parent/Guardian must complete the following information about the student's transfer and sign below.

My son/daughter, _____, is transferring to _____
(name of student) (name of school)

in the following town and state, or country: _____. I have checked the Type of Transfer on the list below and, where appropriate, I have provided the recommended documentation to the district.

PRINT Parent/Guardian Name **SIGNATURE** of Parent/Guardian Date

Transfer Type: The district must keep this completed form with the required documentation attached on file as a student record that can be produced in an audit. Student transfers that are not documented must be counted as dropouts.

Check the Type of Transfer:

_____(T3) transfer to a nonpublic school within the state.
Documentation is a written request for student records from the nonpublic school or a written acknowledgement of receipt of the records by the nonpublic school. Date records are sent: _____

_____(T4) transfer to any public school outside the district but within the state.
Documentation is notation of the successful release of the SID to the receiving district. Date: _____

_____(T6) incarceration in a state or county entity with an educational program that leads to a regular high school diploma. Documentation is an official request for student records and notation of successful release of the SID to the institution, where applicable. Date: _____

_____(T7) transfer to a state or county institution for the treatment of a physical, mental, or emotional disability. Documentation is an official request for student records and notation of successful release of the SID to the institution, where applicable. Date: _____

_____(T8) transfer out of the state or country.
Documentation of transfer to a school in another state requires a written response from an official in the receiving school or program acknowledging the student's enrollment. Date: _____
Documentation of transfer out of the country is verified by the parent/guardian's signature above.

_____(T9) Homeschooled.

_____(TC) transfer to a charter school.
Documentation is notation of the successful release of the SID to the receiving charter school. Date: _____

_____(TD) transfer to a choice school.
Documentation is notation of the successful release of the SID to the receiving choice district. Date: _____

_____(D9) Deceased: _____ attesting that the student is deceased.

III. Office Use Only:

CDS Code: _____ STATE ID #: _____ Completed By: _____ Date: _____