Adequate Documentation of Transfer

Documentation Required for Specific School Exit Types

Overview

LEAs are required to maintain adequate documentation of transfer for students transferring out of the LEA. This documentation is required per state board rule 1-CCR-301-1. Students in grades 7-12 who leave a LEA and do not have adequate documentation are coded as dropouts (school exit type 40). Students in grades PK-6 who leave a LEA and do not have adequate documentation are coded as transfer to unknown educational setting (school exit type 06).

Students who leave a LEA within three weeks to the last day of school or June 30th, whichever comes first, whether with excused or unexcused absences, are not dropouts/transfer to unknown educational setting, but rather non-exiting students coded with school exit type 00 (did not exit). These students will require at minimum a one-day record in the next school year showing how they transferred out of the LEA, be it as a dropout or other school exit type with adequate documentation.

LEAs must respond promptly to one another regarding requests for transcripts or confirmation of enrollment and attendance. Per state board rule, LEAs must respond within two weeks of receiving the request with the exception of students in out-of-home placements whose records must be sent within five days of receiving the request.

Frequent Question: When does CDE need to review adequate documentation for a student?
LEAs only submit a copy of a student's adequate documentation to CDE upon request. This is most likely to occur during the Student End of Year (SEY) collection process when verifying the school exit for specific students. Any adequate documentation shared with CDE must be done so following data privacy guidelines. LEAs should NOT email adequate documentation as it is not a secure method to send student PII (personally identifiable information). CDE utilizes Syncplicity to communicate PII between the SEY collection lead and LEA data respondents.

Confirmation of Enrollment and Attendance

This is the most commonly used form of adequate documentation as it applies to most of the school exit circumstances. Sample forms are available on the Student End of Year: Adequate Documentation website. LEAs may use/adapt the posted forms or create their own.

The following list of components must be included on all confirmation of enrollment and attendance forms:
- Student Full Name
- Student Gender
- Student Date of Birth
- Student State ID (SASID)
    - LEAs should confirm they are utilizing the same SASID for a student. Contact the RITS Coordinator (RITS@cde.state.co.us) if a student is found to have more than one assigned SASID in RITS so they can be merged.
- Sending LEA name
- Receiving LEA name
- Yes/No Indication if student enrolled in receiving LEA
    - If yes, include date enrolled

- Yes/No Indication if student began attending the receiving LEA
  - If yes, include date student began attending the LEA
- Receiving LEA representative name and contact information

Sending LEAs
Utilize the applicable school exit type based upon adequate documentation for the student showing they attended another educational setting in the current school year (July 1 through June 30). Adequate documentation showing the student attending another setting in a future year does not support the school exit type in the current school year.

Receiving LEAs (in-state transfers)
Receiving LEAs who indicate a student is both enrolled and attending their LEA are expected to include the student in the applicable Student End of Year (SEY) collection. If a student enrolls but does not attend, the receiving LEA does not include a SEY record for the student and indicates this on the confirmation of enrollment form so the sending LEA is aware the student has not attended in another LEA and may need additional follow-up.

Required Documentation by School Exit Type
Select one of the listed documentation types for a specific school exit type.

02: Death
- Obituary
- Notification from parent/guardian
- Written Confirmation from School Administrator

05: Transfer to a school located in a different country
- Written records request
- Confirmation of Enrollment and Attendance
- Written confirmation by school administrator based on conversation with parent/guardian
- Parent/guardian signature on written intent to emigrate and attend school in another country

13: Transfer to a public school in a different Colorado LEA
- Confirmation of Enrollment and Attendance

In-state transfers to public school may NOT be documented through records requests or the Record Integration Tracking System (RITS) because a student may never have attended the school in which the student enrolled.

14: Transfer to a school in a different state or US Territory
- Written records request
- Confirmation of Enrollment and Attendance

15: Transfer to a non-public (private) school
- Written records request
- Confirmation of Enrollment and Attendance

16: Transfer to home-based education (home schooling)
- Written confirmation of intent to homeschool signed by parent/guardian

18: Transfer to a Career and Technical (Vocational) Education program not administered by a Colorado school district or BOCES
- Written records request
- Confirmation of Enrollment and Attendance

19: Transfer to a licensed eligible approved facility school or state operated program
- Written records request
- Confirmation of Enrollment and Attendance

21: Transfer to a facility operated by the Colorado Department of Corrections of Division of Youth Services
- Written records request
- Confirmation of Enrollment and Attendance

26: Transfer to a detention center (out of district)
- Written records request
- Confirmation of Enrollment and Attendance

30: Serious illness or injury
- Doctor's note

70: HSED Transfer (out of district program)
- Written records request
- Confirmation of Enrollment and Attendance