# CoAlt English Language Arts & Mathematics (DLM) Student Transfer Request

## Upload this form to Syncplicity
## DO NOT email this form

**SENDING (moving from)**

District Name:

School Name:

DAC Name:

DAC Email:

DAC Phone:

**RECEIVING (moving to)**

District Name:

School Name:

DAC Name:

DAC Email:

DAC Phone:

## STUDENT INFORMATION

Last Name:                          First Name:                          Middle Initial:

SASID:                              Date of Birth:                        Grade Level:

## INSTRUCTIONS

1. Fill out form completely and upload to the CoAlt subfolder in your district's Assessment Syncplicity folder. A student transfer request can be initiated by the DAC from either the sending or the receiving district, however, it is preferable that it be initiated by the DAC from the receiving district.
2. Send an email to Arti Sachdeva at Sachdeva_A@cde.state.co.us to notify her of the transfer request. Because the form contains student personally identifiable information, DO NOT send the transfer request form via email. CC the DAC from the other district.
3. Do not use this form to transfer students for CoAlt Science or Social Studies. Those transfers can be made within PearsonAccess^next.

**To:** Arti Sachdeva, Sachdeva_A@cde.state.co.us, **cc:** DAC from other district

**Subject:** Student Transfer Request

**Body of Email:** I have uploaded a CoAlt ELA/Math student transfer request to Syncplicity. The student is in grade _____, from _____ school in _____district and going to _____ school in _____ district. The last three digits of the student's SASID are __ __ __.

\* The DAC from other district must reply all to confirm the student transfer. If the information in the email alone is not sufficient to confirm this information, a phone call should be made.

**UPLOAD THIS FORM TO SYNCPLICITY. DO NOT EMAIL THIS FORM.**