

ES Transfer/Drop Checklist

(For ES Use Only. Use one for each family with a student who drops or transfers.)

Make two copies of this checklist (3 total):

- 1) Attach copies of all forms submitted to the office to one copy and save for your records,
- 2) Mail the other copy to the new ES along with required student information.
- 3) Mail original completed checklist to your ES Advisor within 20 school days of the transfer/drop date.

Each applicable line below must be checked before the process will be complete.

ES #: _____ ES Name: _____ Parent #: _____ Parent Name: _____

Students: _____

Student Transfer/Drop form sent to IEM office on _____ by: ___Fax ___mail ___E-mail

For Transfer Only:

- _____ Notified by Student Assignments that the transfer will take place
- _____ Transferring ES has notified parent that the transfer will occur.
- _____ Date of transfer (write in date) _____ communicated to your ES Advisor.
- _____ Final **Learning Record** submitted electronically within 5 school days of transfer date.
- _____ Final **Attendance Record** submitted as usual within 5 school days of transfer date.
- _____ **Report Card** grades and credits submitted in FRED for all high school students, and K-8 Report Cards if applicable, within 5 school days.
- _____ **ALL information sent to receiving ES with a copy of this form: list of materials checked out (Intake and Learning center materials included), portfolio checklists and portfolio samples collected for each growth area/class, high school report card grades and credits (if mid-semester), test scores, PLIP Checklist (if applicable), copy of IEP (if applicable), etc.—within 20 school days.** Advisor will contact new ES to insure that all items have been received.
- _____ **Family Inventory completed and Materials List in FRED updated** within 20 school days.
- _____ **Notify all HQTs** regarding transfer and provide contact info for and to new ES.
- _____ **Missing Materials** forms submitted in FRED, if applicable, within 20 days.
- _____ **Surpass Library:** List of items checked out from Surpass Library emailed to new ES.
- _____ Reported any change of address or phone number to Student Records, if applicable.
- _____ This student has had a truancy this year on _____ (date).

For Drop Only:

- _____ Disenrollment form <http://www.connectingwaters.org/CWforms/disenroll.htm> completed, Entered into FRED, and kept in ES's student files, *for non-graduate drops only.*
- _____ Final **Learning Record** submitted electronically within 5 school days of drop date.
- _____ Final **Attendance Record** submitted by mail within 5 school days of drop date.
- _____ **Report Card** grades and credits submitted electronically for all high school students, and K-8 Report Cards if applicable, within 5 school days.
- _____ **Family Inventory completed and Materials List in FRED updated** within 20 school days.
- All materials collected and accounted for by ES within 20 school days. This must include Intake materials and all materials checked out at the learning centers.
- _____ **Missing Materials** forms submitted in FRED, if applicable, within 20 school days. (If a computer is returned, it should be checked at this time to see if it is working.)
- _____ **Surpass Library:** List of items from Surpass Library returned to Learning Centers within 10 School Days. (Missing Materials forms will be submitted by Learning Centers).
- _____ **Cancel Contract Programs** Courses, and service and product POs not yet complete.
- _____ Reported any change of address or phone number to Student Records if applicable.
- _____ **Portfolio** assembled for the dropped student.

(For directions or help on how to complete any of the steps above, contact your ES Advisor.)

By signing this, I am stating that I have completed all of the checked applicable requirements.

ES Signature: _____ Date Completed: _____