

**STUDENT TRANSFER VERIFICATION FORM**  
**Scotch Plains-Fanwood Public School District**

Date of Transfer: \_\_\_\_\_ Name of District: SP-F CDS code: 39/4670/050  
Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_ SID: \_\_\_\_\_  
Name of School: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name of Parent/Guardian: \_\_\_\_\_ Contact Phone number: \_\_\_\_\_  
Student's Current Address: \_\_\_\_\_  
Student's New Address: \_\_\_\_\_

**I. Parent/guardian must complete the following information about the student's transfer and sign the form.**

My son/daughter: \_\_\_\_\_ is transferring to (name of new school): \_\_\_\_\_  
\_\_\_\_\_ in the following town, 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.

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

**II. Parent/guardian must check the type of transfer on the list below.**

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 transfers out of the country is verified by the parent/guardian's signature above.

\_\_\_\_\_ (T9) **Home-schooled.**

\_\_\_\_\_ (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: \_\_\_\_\_

\_\_\_\_\_ (T9) **Deceased** – The signature of the parent/guardian attesting that the student is deceased. Signature: \_\_\_\_\_

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**Within New Jersey a "Student Transfer Card" and the "Immunization Record" is needed to enter your new school.**

C: [ ] Counseling [ ] Main Office [ ] Media [ ] Nurse [ ] DOSS [ ] Attendance