



STUDENT TRANSFER FORM

ACCESS for ELLs 2.0

Fax: 763-268-2534

Directions:

1. If a student takes one or more domains of the **ACCESS for ELLs 2.0** test in one district and transfers to another district, fax DRC customer service a complete Student Transfer Form. Customer Service will process the transfer student record so that the student may finish testing at the receiving site within 48 business hours.
2. Do not use this form if the student moved out of state or out of the country. Instead, use a Do Not Process label for paper testing or call Customer Service for online testing. (Customer Service will purge the online record.)
3. Fill in all available information on the form.

Student Moved FROM (Sending Site):		Student Moved TO (Receiving Site):	
District/LEA Name		District/LEA Name	
District/LEA Code		District/LEA Code	
School Name		School Name	
School Code		School Code	
Domains Completed <i>Place an X next to the domains completed.</i>		Domains Completed <i>Place an X next to the domains completed.</i>	
Listening		Listening	
Reading		Reading	
Speaking		Speaking	
Writing		Writing	
Testing Mode Completed <i>Mark completed testing mode.</i>		Testing Mode Completed <i>Mark completed testing mode.</i>	
Online	Paper	Online	Paper

Student: Last Name _____ First Name _____ DOB: _____

State Student ID #: _____ Grade: _____ State: _____

Name of person completing this form: _____

Phone Number: _____ Email: _____