

Documentation for Change in Schools Without Student Records Request

Student Name: _____ DOB: _____ Grade: _____

Last School Attended: _____

Verification of Attendance Completed By: _____ Date: _____

Approved Verification Methods (check all that apply):

- Spoke with the school or district where student is currently enrolled and verified their attendance.

Name of School/District/State: _____
Phone Number: _____
Name of Staff who verified enrollment: _____

- Spoke with a parent or guardian about a move to another country.

Name of Parent/Guardian: _____
Country moving to: _____

- Spoke with Department of Children and Families or other protective service agency case manager to verify the student's change of placement.

Name of Agency: _____
Name of Staff: _____
Location of Student: _____

- Spoke with Department of Juvenile Justice staff to verify the student's change of placement.

Name of Staff: _____
Location of Student: _____

- Spoke with Foreign Exchange Agency Contacts to verify the student's change of school placement.

Name of Agency: _____
Name of Contact: _____
Location of Student: _____

- Found student record in: Dropout Match Report and/or
 Student Locator Report

Name of School/District: _____

Signature of Certifying Principal or Administrative Designee

Date