

# Fair Lawn Public Schools

37-01 Fair Lawn Avenue, Fair Lawn, NJ 07410

Phone: (201) 794-5500

**STUDENT TRANSFER VERIFICATION FORM - 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.**

**Once completed, please email the student's building principal and secretary.**

**[www.fairlawnschools.org](http://www.fairlawnschools.org)**

District: Fair Lawn

Current Fair Lawn School: \_\_\_\_\_

CDS CODE: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_

Student Name: \_\_\_\_\_

SID#: \_\_\_\_\_  
(office use only)

Full Name of Parent(s)/Guardian(s):

\_\_\_\_\_  
\_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

- I. Parent/Guardian must complete the following information regarding the student's transfer and sign the form:**

My son/daughter \_\_\_\_\_ is transferring  
to (name of 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.

\_\_\_\_\_  
Parent/Guardian (Signature)

\_\_\_\_\_  
Parent/Guardian (Print Name)

- II. Parent/ Guardian must check (√) the type of transfer from 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:**

☐ (T 3) *A transfer to a non-public school within the state of NJ.* Documentation is a written request for student records from the non-public school or a written acknowledgement of receipt of the records by the non-public school.

Date the records are sent: \_\_\_\_\_

☐ (T 4) *A transfer to any public school outside the district, but within the State of NJ.*

Documentation is notation of the successful release of the SID to the receiving district.

Date: \_\_\_\_\_

☐ (T 6) *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: \_\_\_\_\_

☐ (T 7) *A transfer to a state or county institutions 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: \_\_\_\_\_

☐ (T 8) *A transfer out of the State of NJ 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: \_\_\_\_\_

☐ (T 9) *Homeschooled.*

☐ (T C) *A transfer to a charter school.* Documentation is notation of the successful release of the SID to the receiving charter school.

Date: \_\_\_\_\_

☐ (T D) *A transfer to a choice school.* Documentation is notation of the successful release of the SID to the receiving choice district.

Date: \_\_\_\_\_

☐ (D 9) *Deceased* - The signature of the parent/guardian attesting that the student is deceased.

Signature: \_\_\_\_\_