

MONTGOMERY COUNTY PUBLIC SCHOOLS

Student Transfer Outside of MCPS or Death of Student

Office of Shared Accountability
Central Records
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

INSTRUCTIONS

Complete this form for every student who transfers out of MCPS and enrolls in another school or in an educational program that culminates in the award of a regular high school diploma or certificate of attendance, emigrates to another country, or dies. See the MCPS Student Record Keeper Manual for additional information.

PART I: STUDENT INFORMATION: To be completed by designated school personnel.

School year ____ - ____ Grade ____
 School Name _____
 Student Name: _____
 Student ID # _____ Date of Birth: ____/____/____ Age: ____
 Student address: Street _____
 City _____ State ____ Zip _____

PART II: COMPLETE APPROPRIATE SECTION.

PART A: Transfer Outside of MCPS:

Reason (check one)

- Attend another school Attend another educational program Emigrated to another county Death of student

Written Documentation (check one and attach copy)

- A request for records from the receiving school, or completed [MCPS Form 226-19, Verification of Enrollment](#).
 A letter from an official in the receiving school acknowledging the student's enrollment.
 An approved application for home instruction or MCPS Student Information System documentation of home instruction.
 Written confirmation that a student has emigrated to another country, which may include a school administrator's memo to the student's file based on a phone conversation with a parent/guardian, stating that the student is leaving the country.
 Written confirmation that a student has passed away, which may include an obituary, newspaper article, funeral service program, a letter from a parent/guardian, or similar items.

Transfer Codes

<input type="checkbox"/> 13 – MD public school	<input type="checkbox"/> 16 – MD private school	<input type="checkbox"/> 22 – MD institution
<input type="checkbox"/> 14 – U.S. public school	<input type="checkbox"/> 17 – U.S. private school	<input type="checkbox"/> 24 – Home instruction
<input type="checkbox"/> 15 – Local private school	<input type="checkbox"/> 18 – Foreign school	<input type="checkbox"/> 43 – Death

Form completed by: (print name) _____ Signature _____ Date: ____/____/____

DISTRIBUTION: Student's Cumulative Folder