

**To All IC Enrollment-Certified Users:**

***SB05.091 Adequate Documentation  
Infinite Campus***

On March 1, 2006 Senate Bill 05-091 was enacted requiring that all Colorado public school districts provide verification of enrollment for all students transferring out-of-state/country (leave code 14), to a non-public school (leave code 15), or to home-based education program (leave code 16). For these purposes, “adequate documentation” of a transfer includes 1) a records request or 2) a notification of enrollment from a private school, home-based educational program, or an out-of-state/country educational entity.

**At the end of the school year, if adequate documentation has not been received for any student with a leave code of 14 (transfer out-of-state/country), 15 (transfer to a non-public school) or 16 (transfer to home-based education program), the student will be reported as a dropout to CDE.** As such, it is crucial that any receipt of enrollment verification be logged in Infinite Campus in the designated fields for the applicable enrollment record. **DO NOT** change the student’s End Status to Drop Out – 40. This will be programmatically determined at the end of the school year.

An Ad Hoc query has been created to assist you with researching the students that have been End Dated with codes 14, 15 and 16. **Attached you will find:**

- The quick reference for running the Ad Hoc report and correcting any necessary data – “SB05\_91\_AdeqDoc\_AdHoc\_QR2008.2.6.pdf”
- The detailed quick reference guide for using Excel when exporting IC information – “AdHocDataExport\_QR2008.2.5.pdf”

Please research the students on this spreadsheet:

1. Run the Ad Hoc Verification Report
2. Find the students who need adequate documentation information applied and perform the necessary data entry
3. Make a copy of the adequate documentation and place it in the student’s cumulative folder

If you did not receive a request for records, please investigate any leads you may have on the student’s location.

**A copy of any records request or verification of enrollment must also be placed in the student’s cumulative folder.**

\*Note: The more information you know about the student’s receiving school, the easier it will be for future follow-up.

**If a school received Adequate Documentation information (Request for student records from another school), BUT did not enter the information into the Adequate Documentation fields in IC and also sent the request and cumulative folder to Student Records:**

1. The school will need to make arrangements to visit Student Records;
2. Student Records will retrieve the student’s cumulative record for the school;
3. The school will remove the Request for Records from the student’s cumulative folder;
4. The school will enter the appropriate information into the Adequate Documentation fields in IC.

5. Student Records will provide a computer for this data entry.
6. Cumulative folders will not leave Student Records.

If you have further questions, please contact the DoTS Hotline @ E-Mail – Hotline, DoTS or Phone – 720-423-3888.