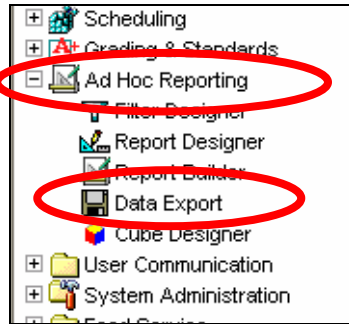


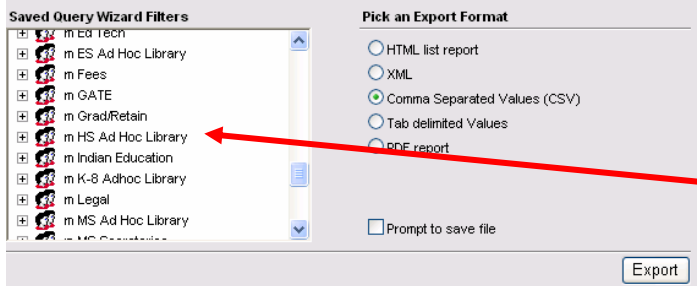
**“For purposes of Senate Bill 05.091, ‘adequate documentation’ of a transfer includes:
1) a records request or 2) a notification of enrollment/attendance from a receiving school/district.”**

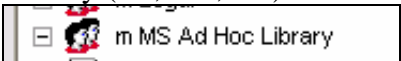
Adequate Documentation Ad Hoc Report

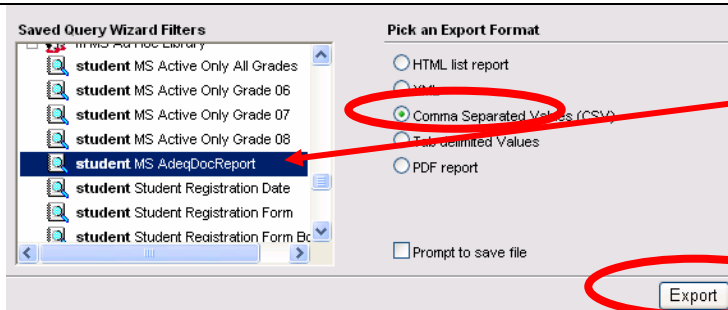
Adhoc Tree



1. From the **Index** tab, expand the **Ad Hoc Reporting** folder by clicking the (+) sign.
2. Click on **Data Export**. This will open a new window to the right.



3. Select the appropriate Ad Hoc Library (ES, MS, HS)
4. 



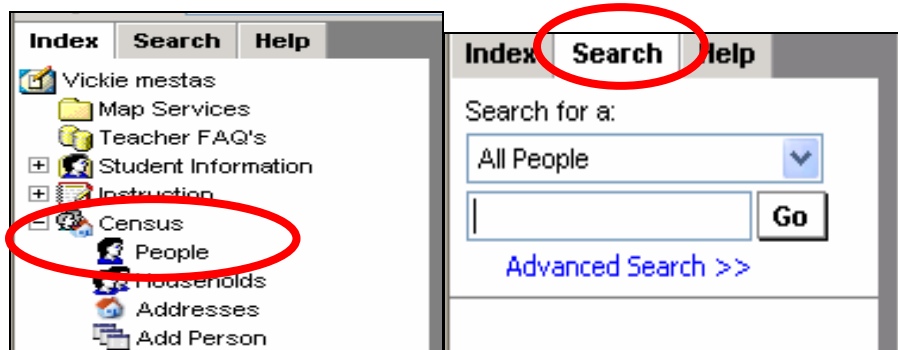
5. Select student AdeqDocReport.
6. From the **Pick an Export Format List**: Select **Comma Separated Values**.
7. Click the **Export** button.

ad-Only]									
B	C	D	E	F	G	H	I	J	K
dent.le	student.fi	stud	stud	stud	student.end	custom.ADDt	custom.ADSch	custom.ADDt	
rez	Demi	9	F	4	15	8/9/2006	8/9/2006	Denver Luther	DENVER
key	Conn	9	F	5	15	8/11/2006	8/11/2006	Lutheran High S	Denver
nzales	Brenda	9	F	4	15	8/14/2006	8/14/2006	Arrupe Jesuit H	Denver
nzalez-	Eduardo	11	M	4	14	8/14/2006	8/14/2006	Atlantic City Hig	Atlantic City
terose	Chantal	9	F	4	15	8/14/2006	8/14/2006	Denver Lutheer	Denver
Mahon	Jessica	9	F	5	15	8/14/2006	8/14/2006	Colorado Christ	Denver
uyen	Joanna	11	F	2	14	8/14/2006	8/14/2006	Alhambra High	Alhambra
azzolo	Jonathan	10	M	5	14	8/14/2006	8/14/2006	Wlker High Sch	Denham Spri
ce	Shawn	12	M	5	14	8/14/2006	8/14/2006	Harrison Centra	Gulfport
mero	Larry	9	M	4	15	8/14/2006	8/14/2006	Mullen High Sch	Denver
tras	Ossiel	9	M	4	15	8/14/2006	8/14/2006	Arrupe Jesuit H	Denver

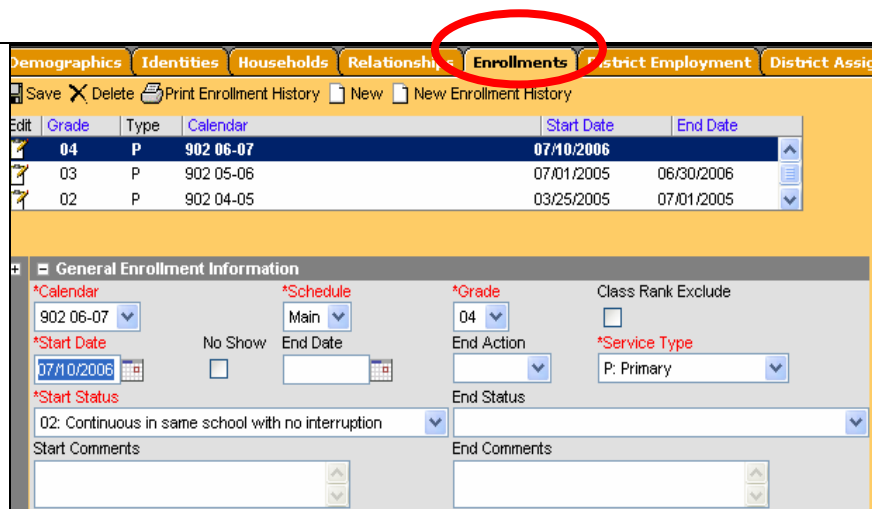
8. An Excel spreadsheet will display with the information for the students meeting the requested search criteria.
 9. All students that have withdrawn with codes of 14, 15 or 16 will appear on this list. All students should have information entered into the Adequate Documentation Fields.
- * **See below for the location of these fields.**
- * **For a detailed explanation for the AdHoc export process, refer to the QR for Ad Hoc Data Export**

“For purposes of Senate Bill 05.091, ‘adequate documentation’ of a transfer includes 1) a records request or 2) a notification of enrollment/attendance from a receiving school/district.”

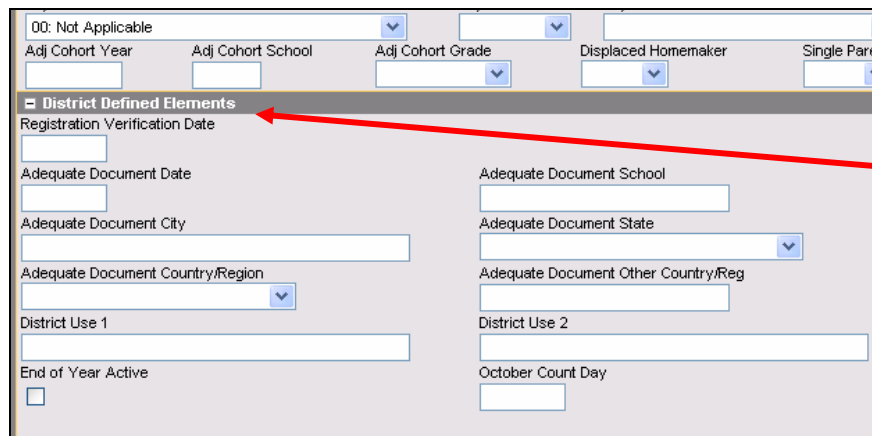
Adequate Documentation Data Entry



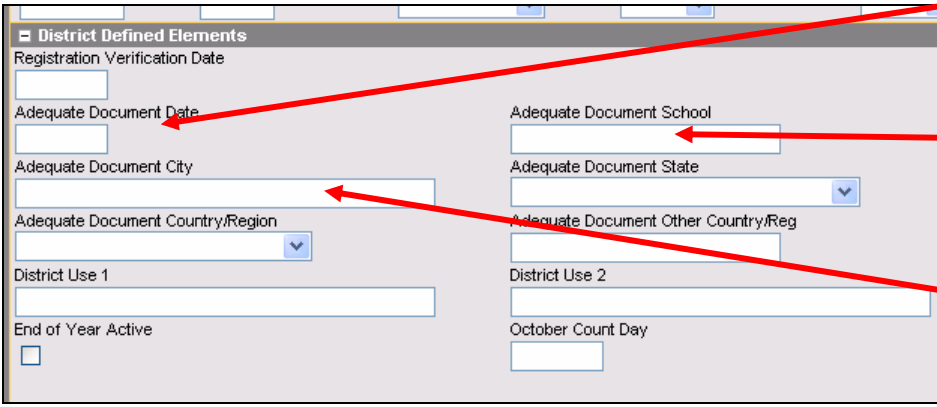
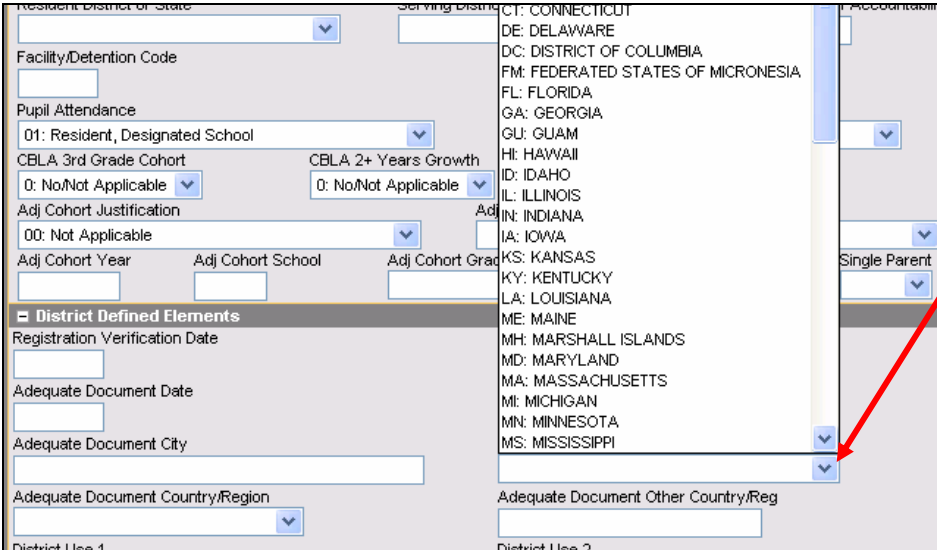
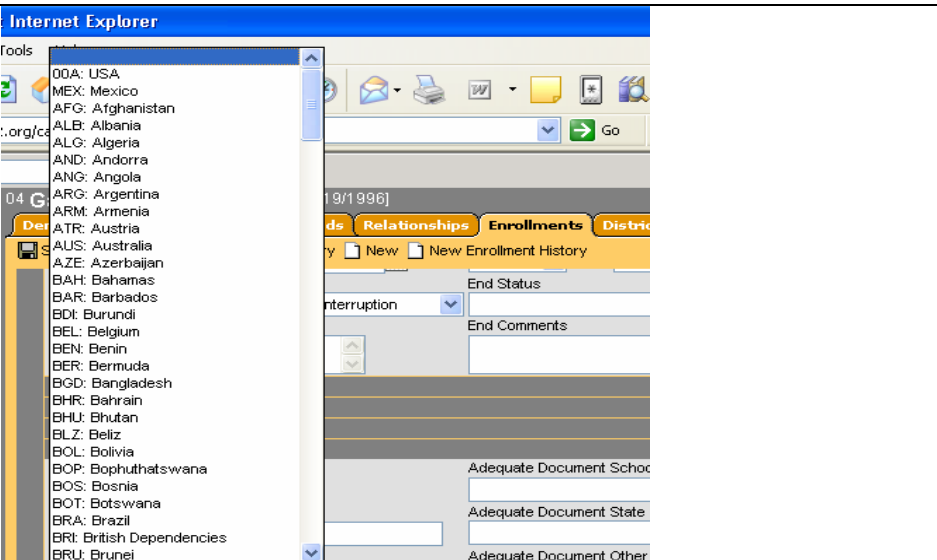
1. From the **Index** tab, expand the **Census** folder by clicking the (+) sign.
2. Click on **People**. This will open the Search window.
3. Enter the student’s name or Student ID#. This will open the student’s demographic information.



4. Select the **Enrollment** tab.
5. Select the appropriate line of enrollment.
 - This line should be the student’s last line of history at a DPS school – your school number should be listed here.
 - It should also have an End Date.
 - If the student is active in a DPS school, contact that school to verify enrollment. The End Status code will then need to be changed to Code 11 – “Transferred to a school within same district.”



6. Scroll down to **District Defined Elements**.

	<p>7. Adequate Document Date field – enter the date the document was received by school.</p> <p>8. Adequate Document School field – enter the receiving school’s name.</p> <p>9. Adequate Document City field – enter the receiving school’s city.</p>
	<p>10. Adequate Document State field - Select the <u>receiving</u> school’s state from the drop down table.</p>
	<p>11. Adequate Document Country field - Select the receiving school’s country from the drop down table.</p>
	<p>12. A Copy of any records request or verification of</p>

	<p>enrollment/attendance must also be placed in the student’s cumulative folder.</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>14: Transfer to a different state/country 15: Transfer to a non-public school 16: Transfer to home-based education</p> </div>	<p><u>IMPORTANT REMINDER:</u> At the end of each school year, if adequate documentation has not been received for any student with an End Status Code of 14, 15 or 16 the student will be reported as a dropout to the Colorado Department of Education.</p>