

STUDENT TRANSFER FORM

Directions:

- 1) Use this form when a student takes one or more sections of the **ACCESS for ELLs** test in one school and transfers to or from another school (may be a new district) and takes the remaining sections.
- 2) Do Not Use This Form if the student moved out of state or out of the country. Instead, mark the test **DO NOT SCORE** and include with the non-scorable materials.
- 3) Fill in all available information on the form.
- 4) Contact the other school/district, so they can fill out the same form.
- 5) Paper-clip this form to the front of the test book (**DO NOT STAPLE OR TAPE**).
- 6) Place this test behind a *to be scored* 'School Header Sheet' with the name of the district and school the student is to be reported in.
- 7) MetriTech will make every effort to combine scores from all sections taken by the same student in different schools/districts.

Student Moved FROM:			Student Moved TO:		
	Name	Code		Name	Code
District/LEA			District/LEA		
School			School		

Student: Last Name _____ First Name _____

Student ID #: _____ Test Serial #: _____
Eg. 12BT102345

Grade: _____ Grade Cluster: _____ Tier: _____

ACCESS for ELLs Test Sections

Test Section	Place an X next to the sections completed	Date Section Completed	Initials of LEA appointee
Listening			
Reading			
Writing			
Speaking			

Name of person completing this form: _____

Phone Number: _____