



Student Transfer Outside of MCPS or Death of Student

Department of Policy, Records, and Reporting
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 565-5
August 2009

Part I: Student Information: To be completed by designated school personnel for any student leaving prior to graduation.

School year _____ Grade _____ School name _____

Student Name _____ Sex: M F

Last *First* *MI* *Date of Birth* *Age*

Student address _____ Student ID # _____

Street

City *State* *Zip*

Part II: Complete appropriate section.

PART A: Transfer Outside of MCPS: Reason (check one)	Written Documentation (check one and attach copy)
<input type="checkbox"/> Attend another school	<input type="checkbox"/> Request for records from receiving high school
<input type="checkbox"/> Attend another education program	<input type="checkbox"/> Letters from official in receiving high school acknowledging enrollment
<input type="checkbox"/> Emigrated to another country	<input type="checkbox"/> OASIS documentation of home schooling
<input type="checkbox"/> Death of a student	<input type="checkbox"/> Confirmation of emigration may include a school administrator's memo to the student's file based on a phone conversation with a parent, stating that the student is leaving the country.
	<input type="checkbox"/> Confirmation of death of student may include obituary or letter from parent.

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 – Parent teaching
<input type="checkbox"/> 15 – Local private school	<input type="checkbox"/> 18 – Foreign school	<input type="checkbox"/> 43 – Death