

This form is to be completed by the RECEIVING school and emailed to successmakertransfer@richlandone.org

Requestor: _____

Date of Request: _____ Grade: _____

Receiving School: _____

Student Name: _____

SuccessMaker User Name: _____

Sending School: _____

Note to Principal:

The Database Specialist should send an email to the Lab Manager for each new student who enters the school with the following information:

- Student Name Grade Teacher Name SASI number

FOR OFFICE USE ONLY

Person Completing Transfer on the Central Server: _____

Date of transfer: _____

Notes:

