



**Transfer Students Guidelines for AzM2**

**When a student transfers out of your school during the test window.**

- If possible, have student complete all testing prior to withdrawing.
- Complete Section 1 with school information.
  - Form can be given to the parent/student to hand deliver to new school and/or
  - Form can be emailed or faxed to the newschool
- Complete Section 2 with status of tests student has participated in.

**When a student transfers into your school during the test window, contact previous school, if a *Transfer Students Guidelines for AzM2* form has not been received from the previous school.**

Student information					
Student Name _____ Grade _____ SAIS # _____					
<b>Section 1</b>	School Information				
	District/Charter Name	<b>Mode of Testing at school (Circle One)</b>  <b>CBT                  PBT</b>			
	School Name				
	District Test Coordinator Name				
	District Test Coordinator Email		District Test Coordinator Phone #		
<b>Section 2</b>	AzM2 Test(s) – grade level	Circle Complete status - Yes (Y), No (N), Partially (P)		If partially completed, provide details. (content area, sessions, level/grade)	
		Y	N	P	
		Y	N	P	
		Y	N	P	

Guidelines for administering AzM2 test at new school		
Student status at previous school	Mode of testing for previous school	Action for new school (if within test window)
Student has completed all tests	CBT and PBT	No further action required.
Student has not started testing	CBT and PBT	Test student.
Student partially completed testing	CBT	CBT – move student in TIDE and continue to test student. PBT – no further action required.
Student partially completed testing	PBT	CBT or PBT – if previous school provided student test booklet continue testing on sessions not previously started.

Questions contact ADE at [AzM2@azed.gov](mailto:AzM2@azed.gov).