



Jeffco Forms

Laserfiche Forms



Confirmation of Enrollment & Attendance



Purpose

Increase COEs collected by Jeffco registrars

Ensure security of student PII

Eliminate faxing and paper

Design

EASE: for requestor and respondent

SECURE: form contains student PII

Reporting

Build

Initial Request

1. Form submitted by internal staff
2. Upon submission, triggers Workflow to write data into custom SQL table
3. Emails requesting outside entity to fill out form below

Form V



Request for Confirmation of Enrollment and Attendance

Per Colorado State Board rule 1-CCR-301-1, "Colorado Public Schools and local education agencies are **required to send transcripts or to confirm attendance when requested from another Colorado Public School or local education agency within two weeks of receiving the request** with the exception of students in out-of-home placements whose records must be transferred within five (5) days pursuant to sections 22-32-138(2)(a)(II) and (3)(a), C.R.S.

Date of Request*
Date will be captured on form submission

The student listed below attended* in* from* Currently Enrolled?*

Original School Jeffco Public Schools MM/DD/YYYY ☒ Yes ☐ No

Student Information

Please provide responses to the items below and return this form to:

Jeffco Enrollment Staff's Name*

Sandra

Jeffco Enrollment Staff's E-mail*

Sandra.DiazDeLeon@jeffco.k12.co.us

Originating School*

Originating District

Jeffco Public Schools

Street Address*

Street Address

City

State/Province/Region

Postal/Zip Code

Telephone*

Fax

Message from Jeffco School*

Form View

Student Information

Student ID * 

SASID * Last Name * First Name * Middle Name Date of Birth *

The last correspondence with this student's parent/guardian indicated that they intended to enroll in * New District *



Select 'Other' if Campus is Not in Colorado or Listed

Receiving Enrollment Staff's Name * Receiving Enrollment Staff's E-mail *

Build

Outside Entity Request

1. Form submitted by outside entity
 - a. Looks up data from initial request
2. Routes to Registrar for approval
3. Upon approval, triggers Workflow to update data in same custom table
4. Saves completed Forms process into Laserfiche to file into Students folder

Form View

**JEFFCO**
PUBLIC SCHOOLS

Request for Confirmation of Enrollment and Attendance

Date of Request *

11/10/2025

The student listed currently attends Lawrence Elementary in Jeffco Public Schools since 11/03/2025.

Student Information

SASID *

Last Name *

First Name *

Middle Name

Date of Birth *

Shyla

The last correspondence with this student's parent/guardian indicated that they intended to enroll in Carlson Elementary School in Clear Creek RE-1.

Form V

Please select *

- ☐ The student listed above has NOT enrolled AND attended classes in our district.
- ☒ **The student listed above ENROLLED in our district AND BEGAN ATTENDING classes on...**

Attendance Date *

11/11/2025

Confirm name and mailing address of student's new school or agency if applicable:

Name of School or Agency *

Carlson Elementary School

Address *

Street Address

320 Chicago Creek Rd

City

Idaho Springs

State

CO

Zip Code

80452

Please select *

- ☐ We do not require the student's educational records at this time.
- ☒ **Please forward the student's educational records at this time.**

The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), as revised, states (a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the written consent of the parent of the student or the eligible student if (1) The disclosure is to other school officials, including teachers, within the agency or institution has determined to have legitimate educational interests. (2) The disclosure is to officials of another school or school system in which the student seeks or intends to enroll.

School/District Representative providing this information.

Signature *

Jenny Schuessler

Date *

11/10/2025

Print Name *

Jenny Schuessler

Title *

Secretary

E-mail *

jenny.schuessler@ccsdre1.org

Telephone *

303-679-5700

Form View

Completed by Jeffco Registrar

Completion Acknowledgment*

☐ Please ensure the necessary actions were taken as the receiving school has requested the student's educational records.

Signature*

Sign

Date*

11/11/2025

Improvements

Longer testing window

Appropriate testing window (i.e., not summer)

Diverse testing group

Detail reporting requirements

Enhancements

PowerBI integration: Each registrar will have a dashboard that allows them to see their withdrawn students, whether the COE was sent, received, and filed.

Long Term Roadmap

Integration with Records Order Form to automate sending records to receiving out of district schools

Q & A



Records Order Form



Purpose

Replace previous vendor:

- Decreased support
- Anticipated price increases
- Expected changes in services

Internalize this revenue stream

Design

- Require requestor information and former student information
- Require ID verification and/or authorization to receive records
- Accept credit card payments or coupons
- Ability to generate coupon codes
- Retain a record of the request
- Ability to assign task to a group
- Reports: accounting, users, requests

Build

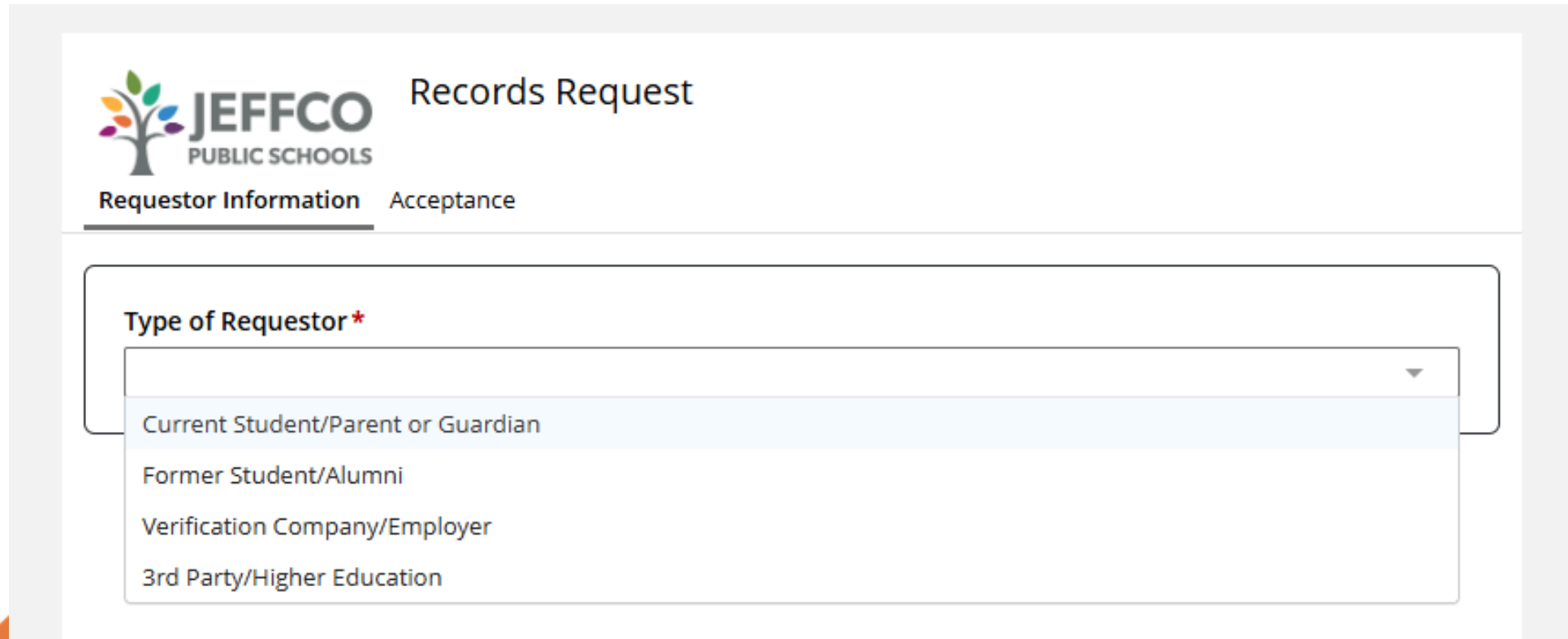
Records Request

- Form submitted by public
 - Includes taking online payment based on type/quantity of records requested
- Routes through approval based on type(s) of records requested
- Triggers Workflow to find requested records in Laserfiche and copy for staff
- Staff provides copies via Direct Share
- Saves request to Laserfiche

Coupon Management

- Form submitted by staff
- Triggers Workflow to add/update/disable coupons in custom SQL table

Form View



 **Records Request**

Requestor Information Acceptance

Type of Requestor*

- Current Student/Parent or Guardian
- Former Student/Alumni
- Verification Company/Employer
- 3rd Party/Higher Education

Form Vi

Type of Requestor *

Verification Company/Employer

Requestor Information

Company Name *

First Name *

Last Name *

Relationship to Student *

Email *

Phone Number

Preferred Method of
Communication *

Required Release Documentation

- **Current or former students:** Upload a valid, government-issued, photo ID of the requestor.
- **Verification Company/Employer/3rd Party/Higher Education:** Upload a signed release.
- **Families/Guardians of students who are 18 years of age or older:** Upload guardianship documents or proof of student as dependent

Release Documentation *

Drag and drop up to 2 files here to upload or [Attach Documentation](#)

Form View

Request Documents

Document Type *

Education Verification

Education Verification

Jeffco Transcript - HS

Quantity *

1

Delivery Method *

☒ **Electronic**

☐ In-Person Pick Up

☐ US Mail

Line Total

\$ 20.00

Description

Confirmation of date Jeffco diploma was conferred or dates of attendance if student did not graduate from Jeffco.

How Many Emails do the Documents Need to be Sent to? *

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

[+ Add Another Document Type](#)

Request Documents

Document Type *

Jeffco Transcript - HS

IEP

Immunization

Jeffco PK-8 Enrollme...

Jeffco Report Card K-5

Jeffco Transcript - HS

Jeffco Transcript - MS

Student Profile SAP

Quantity *

1

Delivery Method *

☒ **Electronic**

☐ In-Person Pick Up

☐ US Mail

Line Total

\$ 3.00

Description

Official high school transcript showing the courses attempted, completed, and final grades. Includes credit summary and high school enrollment history. Graduation date shown, if applicable.

How Many Emails do the Documents Need to be Sent to? *

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

[+ Add Another Document Type](#)

Form View

Requestor Information

Student Request



Acceptance

By typing my name below and checking Accept, I constitute this as my electronic signature and affirm the following:

- I am the person in the "Requestor Information" and I confirm that all sections of this form have been

Submitted Date*

Date will be captured on form submission

Requestor's Full Name*

Accept*

☐ Accept

Coupon Code

Order Total

\$ 3.00

[Previous](#)

[Next](#)

Amount

\$ 3.00 USD

Card Number



Expiration Date

CCV

[Proceed to Checkout](#)

Improvements

Longer testing window

Timing of testing window and staff access

Challenges with Authorize.net

Internal: Process to establish new accounts in Jeffco and with bank partner

Enhancements

Auto-password generator

Call Direct Share in the workflow

Student records populated in Jeffco repository

Expand form for additional request types and direct them to the correct staff

SRC staff retains access to all student records requests

Long Term Roadmap

School-based request form to process requests for active students, receiving out of district schools, and the ability to monitor those records requests over school breaks for processing by central staff, if needed

School-based Chromebox kiosks for in-person ordering

One stop district portal for all records requests beyond student records, i.e., FERPA, HR, and CORA requests

Q & A



Contacts

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