



# ACP

Address Confidentiality Program



## Notice of ACP Participation for School Records

### **Notice: this student is enrolled in the Colorado Address Confidentiality Program**

If an Address Confidentiality Program (ACP) participant presents a current, valid authorization card, schools must accept and use the substitute address reflected on the front of the card for all internal and external records. All ACP participants (including children) are issued ACP authorization cards upon program enrollment. Schools are authorized to make copies of these cards for a student's file.

“A school district shall accept the substitute address as the address of record and shall verify student enrollment eligibility through the executive director or his or her designee. The executive director or his or her designee shall facilitate the transfer of student records from one school to another.” (*§24-30-2108 (9), C.R.S.*)

**District Eligibility Requests:** Please complete the “Request for District Eligibility” form, located on the ACP website under “Specific Agency Information” and “Schools.” Fax the completed form to the ACP at (303) 866-3946. Schools can also leave a voice mail request for the ACP by calling (303) 866-2208. Please provide the name of the school, your name, the student's name, and a number where we can return your call.

**Record Transfer Requests:** ACP participant folders contain a “Release of Information” form. This form should be completed by parents and provided to the ACP. The ACP will request student records from the previous school and will forward the records to the new school upon receipt.

**Emergency Contact Information:** ACP participants must provide the school with emergency contact information just like any other student. Parents should not provide the ACP phone number as an emergency phone number.

**School Transportation:** If a student requests or requires school-provided transportation, the school may contact the ACP and request verification of the student's transportation eligibility.

**School Directory:** Please presume that ACP participant students have opted out of school directory listings.

**Questions:** If you have additional questions, please contact the ACP.

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Website: [www.colorado.gov/acp](http://www.colorado.gov/acp) | E-mail: [acp@state.co.us](mailto:acp@state.co.us)