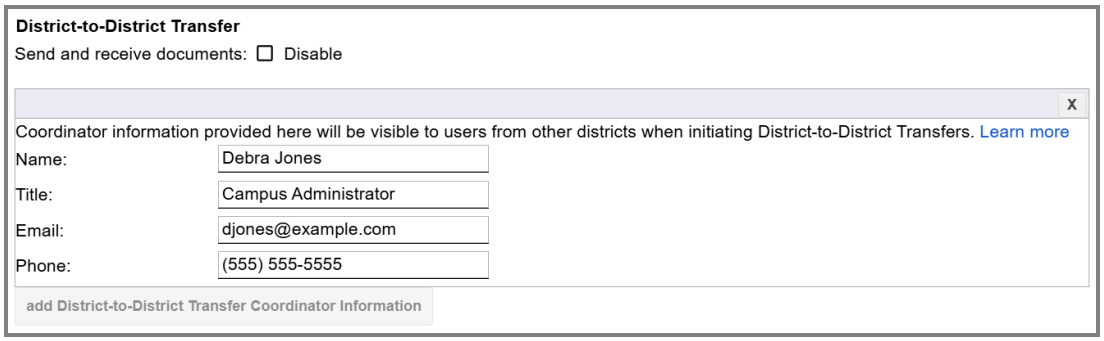
D2D Contact Information

District-to-District Transfer Coordinator Contact Information
May 1, 2026

When a student transfers from one district to another within the same state, if both districts use SameGoal, the student's documents may be electronically transferred between districts using district-to-district transfer (as long as neither district has disabled this functionality).

In order to transfer documents, representatives from both the sending and receiving districts need to work together to communicate the student's ID and the email of the user who will receive the documents.

To simplify this process, we've introduced a new feature: District-to-District Transfer Coordinator contact information. Districts can now designate a point of contact directly on the **District Information** page and their contact details, making it easy for other districts to identify who to reach out to when initiating a transfer.

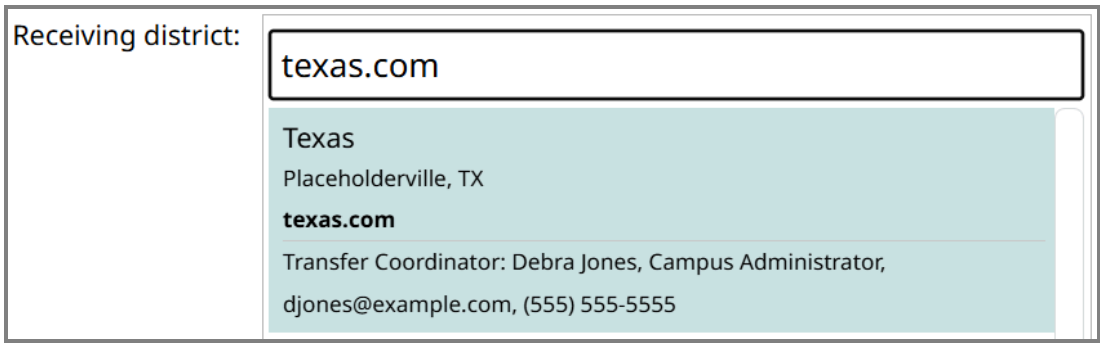


Steps *To populate contact information:*

1. While logged in as an administrative user, navigate to **Settings** > **District Information**.
2. Scroll down to the **Administrative Options** section.
3. Under **District-to-District Transfer**, click **add District-to-District Transfer Coordinator Information**.

4. Enter the contact information.
    - All fields are optional, so only the desired contact information needs to be included.

In the coming weeks, we will also be making the District-to-District Transfer Coordinator's contact details visible to users from other districts when initiating District-to-District Transfers.



Steps *To view contact information:*

1. While logged in as an administrative user, select the documents to be transferred.
2. Click **Share** > **Transfer to Another District**.
3. While on the **Transfer to Another District** page, search for the other district.
4. If the district has provided contact information, it will be included along with the district information in the search results.

If you need contact information for a transfer coordinator at the other district and it is not included in the search results, you will need to contact the district directly.

Tip The District-to-District Transfer Coordinator may not be the same person who the documents should be sent to.