

## Maine Department of Education (DOE) Transfer of Units Request Form

The ACCUPLACER program supports the transfer of units as Maine high schools establish their own institutional accounts separate from their current Maine Department of Education (DOE) site accounts.

Maine high schools ready to transfer ACCUPLACER units from their Maine (DOE) site accounts to a new institutional account, must complete and email this form to [accuplacer@collegeboard.org](mailto:accuplacer@collegeboard.org). ACCUPLACER will process requests on a first-come, first-serve basis within 5-7 business days upon receipt. (Please note all sites will be required to set up a new account regardless of any existing, standalone account.\*) Forms should be completed by the Institution Administrator or Site Manager; incomplete forms or forms submitted by other personnel (e.g. proctors) will be considered invalid and will not be processed.

**Note:** Transfers cannot be made until a New Institutional Request\*\* is submitted and an independent account is created. Once units are transferred, the old site account under the Maine DOE will be available for reporting purposes only.

### Original Site Account Information— (Transfer From)

Institution Name:	Maine Department of Education	Site Name:	
Institution ID Number:	006746	Site ID Number***:	
Total Remaining Units:		Number of Units to Transfer:	
Address:			
City:		State:	
		Zip:	

### New Institution Account Information—(Transfer To)

Institution Name:	
Institution ID Number**:	
Number of Units to Add:	

### Contact Information

First Name:		Last Name:	
Role (Select one):	<input type="checkbox"/> Institution Administrator	<input type="checkbox"/> Site Manager	
Username: <small>(DO NOT include password)</small>			
Email Address: <small>(Institutional Email)</small>		Phone Number:	

\* To transfer units from a standalone account to a new account, please complete the additional Transfer Request form.

\*\* Complete the New Institution Registration by completing the application located on [www.accuplacer.org](http://www.accuplacer.org).

\*\*\* If you can't remember your Maine Site ID or your new Institution ID, contact ACCUPLACER Technical Support: [info@collegeboard.org](mailto:info@collegeboard.org) or 866-607-5223.

### For Internal Use Only

Date Submitted: \_\_\_\_\_

Transfer Date: \_\_\_\_\_

Current Platform Unit Value: \_\_\_\_\_

Transfer Completed by: \_\_\_\_\_