



Book	Administrative Guidelines
Section	8000 Operations
Title	TRANSFER OF STUDENT RECORDS
Code	ag8310A
Status	Active
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8310A - TRANSFER OF STUDENT RECORDS

REQUESTING STUDENT RECORDS

- A. All requests for student records shall be made via the Records Request fillable form as generated through the student information system, which is incorporated and adopted as a part of these guidelines.
- B. The Records Request form shall be completed and sent to the student's previous school within twenty-four business hours of the entry into the school by the student as indicated by the student's start date.
- C. All requests for the transfer of student records shall be recorded on the Cumulative Record Tracking form (see Form 8000f2), which is incorporated and adopted as a part of these guidelines.
- D. If the records requested have not been received within seven (7) days of the initial request, a second request shall be sent, with subsequent requests being filed every seven (7) days until the records are received. The date each request for student records is made shall be recorded on the Cumulative Record Tracking form.
- E. Upon receipt of the student's records, the date of that receipt shall be recorded on the Cumulative Record Tracking form and the records shall be filed.

RESPONDING TO A RECORDS REQUEST

When a request for student records is received, the request shall be recorded on the Cumulative Record Tracking form.

A. Internal Requests

- 1. Internal requests shall be fulfilled within three (3) days of when secretarial staff are on duty. B. The entirety of the cumulative folder shall be sent to the receiving school.
- 2. Internal requests shall be recorded on the Cumulative Record Tracking form.

B. External Requests

- 1. External requests shall be fulfilled within three (3) days of when secretarial staff are on duty.
- 2. Only the records identified in the request shall be sent via Scribbles K-12 Transfer to the receiving school.
- 3. Internal requests shall be recorded on the Cumulative Record Tracking form.

CONFIRMATION OF ENROLLMENT

When school personnel have been advised that a student is attending an out-of-district school, the Confirmation of Enrollment form (see Form 8000f3) may be used to verify enrollment. The Confirmation of Enrollment form is hereby incorporated and adopted as a part of these guidelines.