Student Records - Transfers out of the district
Guidelines

Situation: Student transfers out of the district to another school district (in/out of state)

1. Building principal/designee completes withdrawal form and forwards to Child Accounting at the District Office
   - Child Accounting Office to inform Special Education Office if student has an IEP
2. Building principal/designee to notify teachers, guidance, and nurse
   - School nurse to print most recent health records and place in health folder
   - If student has an IEP, case manager sends classroom special education file to the Special Education Department at the District Office
3. School counselor or principal designee (ie, building administrative assistant) to collect all student folders and combine into one file (ie, cum, discipline, health, etc) (Principle file Is <u>not</u> to be combined)
4. Student file to be moved to Inactive file
   - If student has an IEP, Principle file is sent to Special Education Department at the District Office
5. Upon receipt of a Request for Records from the new school
   - The following information is to be copied and maintained by the district:
     - Student demographics (name, DOB, address)
     - Parent(s) name and address
     - Level of Achievement (grades, standardized test scores)
     - Transcripts
     - Attendance data (general, not specific)
   - Original cum folder to be sent to the new school by the building principal/designee
   - If a student has an IEP, a copy of the Request for Records to be sent by building principal/designee to the Special Education Department at the District Office
     - The following documents are to be copied and maintained by the Special Education Office
       - Current IEP and corresponding invite
       - Most recent Evaluation/Reevaluation and corresponding Permission form
       - Most recent NOREP
       - Most recent progress monitoring report
     - Original Principle file and classroom special education file to be sent to the new school by the Special Education Office