

Kimberly School District

STUDENTS 3606

Transfer of Student Records

A certified copy of the permanent, or cumulative, file of any student and the file containing special education records of any student shall be forwarded by mail, or electronically, to a local educational agency or accredited school in which the student seeks to or intends to enroll within ten (10) days after receipt of a written or electronic request. The files that are forwarded must include information concerning violent or disruptive behavior or disciplinary action, however, such information shall be contained in a sealed envelope, marked as "confidential" and addressed to the principal or other administrator of the receiving school.

Cross Reference:

3600 - 3600P Student Records

Legal Reference:

I.C. § 33-209 Transfer of school records - Duties

Policy History:

Adopted on: April 8, 2003

Revised on: