

# **Kimberly School District**

## **STUDENTS 3655**

### **Transfer of Student Records**

#### Receiving School

Within fourteen (14) days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of his or her record and exercise due diligence in obtaining the copy of the record requested.

#### Forwarding School

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, except as provided in Policy 3650 Records of Missing Children. 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.

Legal Reference: I.C. § 18-4511

School Duties—Records of Missing Child—  
Identification Upon Enrollment—Transfer of  
Student Records

I.C. § 33-209

Transfer of School Records - Duties

#### Policy History:

Adopted on: August 19, 2015

Revised on: