

Intradistrict Communication

DATE: May 9, 2024

TO: Principals
Elementary Administrative Assistants
Secondary School Registrars

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Permanent Records – Transfer Processes and Procedures

For Records Maintained In Paper/Hard Copy Format:

Permanent records for students leaving the school (either a boundary change or 6th and 9th grade advancement) need to be delivered **in person** to the appropriate school by the **sending schools staff**. Records need to be delivered on or before **June 10, 2024**. This record transfer **MAY NOT** be done through secure district mail if the quantity of records being sent from one location to another is greater than ten (10) total files.

The receiving school will need to check the student list against each permanent record to assure all permanent records were received. Each bundle must be accompanied by two (2) alphabetized lists which includes the name of the sending school and receiving school. Computer lists or PDM's may be used.

Dead files that did not earn high school credit should be kept at the school of origin for three years post-separation before destruction. Dead files that earned high school credit should be transferred to the boundary high school for retention with other files of the same cohort.

For Records Already Scanned into Skyward Digital Cumulative Folders:

Record transfer will be completed automatically with the rollover process in July. No transfer of hard copy records is required.

Please remember to retain the scanned records until details on a districtwide pickup for shredding are communicated.

General Permanent Record Transfer Procedures (Policy AS61):

- A parent release is not required when transferring student records from one school to another.
- Any school receiving a written request to forward a copy of a transferring student's record to the new school shall comply within 30 days of the request, and within 10 days of the request for a military child's records, unless the record has been flagged as a "Missing child," in which case the copy may not be forwarded and the requested school shall notify the police department.
- Policy AS 61 requires that original records be sent in a transfer for students in K-8 and that certified copies be kept for grades 9-12 with the original retained at the high school. This process applies to **HARD COPY RECORDS ONLY**. Digital records will be retained in Skyward and a copy may be printed and sent as needed.
- Maintain a record of the date the record transfer request was received and the date and school where the record was sent. This record should be uploaded to the digital cumulative folder in Skyward.