

4
5 Transfer of Student Records

6
7 The District will forward by mail or by electronic means a certified copy of a permanent or
8 cumulative file of any student and a file of special education records of any student to a local
9 educational agency or accredited school in which a student seeks to or intends to enroll within
10 five (5) working days after receipt of a written or electronic request. The files to be forwarded
11 must include education records in a permanent file – that is, name and address of a student, name
12 of parent or legal guardian, date of birth, academic work completed, level of achievement
13 (grades, standardized tests), immunization records, special education records, and any
14 disciplinary actions taken against a student that are educationally related.

15
16 When the District cannot transfer records within five (5) days, the District will notify a requestor,
17 in writing or electronically, and will provide reasons why the District is unable to comply with a
18 five-(5)-day time period. The District also will include in that notice the date by which requested
19 records will be transferred. The District will not refuse to transfer records because a student owes
20 fines or fees.

21
22
23
24 Cross Reference: 3413 Student Immunization
25 3600 - 3600P Student Records
26 3606F Records Certification

27
28 Legal Reference: § 20-1-213, MCA Transfer of school records

29
30 Policy History:

31 Adopted on: December 13, 2010

32 Reviewed on:

33 Revised on: