

This is an Internal Document

**How to Process
Request for Student Records**

When a request for student records is received from another school:

- Stamp the records request with the date received.
- Print student information from SISK12 and copy the student record as outlined below.
- Mail, email and/or fax a copy of the records request along with the student records to the new school.
- Stamp the records request with the date mailed and scan it into the student's permanent file.
- File the student's permanent file, working file, and special education file in the inactive ("drop") files. (The nurse may keep the medical file with her medical inactive files.)

The following items should be provided to the new school:

- Print from SISK12:
 - Student Information Report showing attendance, grades, and discipline. If there is no discipline for the student, write or stamp "No Discipline" on this report.
 - Immunizations
 - Transcripts (high school)
 - MAP Scores (K-8)
 - Gifted Assessment Page & Qualification Letter (located under programs & services)
- Copy from the Permanent File: (if these items exist; this will gradually decline with the shift to electronically stored records)
 - Permanent Record Cards
 - Grades and Report Cards
 - Testing Information
 - 504 Plan, Educational Support Plan, Reading Improvement Plan
 - Birth Certificate
 - Most recent IEP and Evaluation Report
- Student Check-out Sheet showing withdrawal grades (keep a copy in the student's academic file)
- Copy any similar academic records, including test scores, from previous schools upon request.