

## STUDENTS

Transfer of Student Records

The District will forward by mail or by electronic means a certified copy of a permanent or cumulative file of any student and a file of special education records of any student to a local educational agency or accredited school in which a student seeks to or intends to enroll within five (5) working days after receipt of a written or electronic request. The files to be forwarded must include education records in a permanent file, and may contain the education records in the cumulative file.

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

Legal References:                   § 20-1-213, MCA Transfer of school records

Cross References:

Policy History:

Adopted on:                         3.20.2012

Revised on: