

Records Transfer (Student Information)

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Tool Search: Records Transfer

The **Records Transfer** tool is one component of the District to District records transfer process provided within Infinite Campus. This process provides a method to electronically share data between two districts with a common entity, such as state, region or governmental body.

In order for the records of a student to be transferred, the state (or common entity) must have a record of the student.

The screenshot shows the 'Records Transfer' interface for student Jaylynn Abrams. At the top, it displays the student's name, ID (123456789), grade (10), and date of birth (02/12/2009). A 'New State Transfer Request' button is visible. Below this is a 'Transfers' table with one entry: a request from County Public Schools dated 07/25/2024. The main section, titled 'Records Transfer Abrams, Jenna #', contains a warning message and detailed information about the student and the transfer request.

Request Date	Name	Status	Requesting District	Releasing District
07/25/2024	Abrams, Jenna	request	County	COUNTY PUBLIC SCHOOLS

Records Transfer Abrams, Jenna #

An external district is requesting the release of your district's records of a student. The request has come in through the Infinite Rec... has identified himself as coming from your district. The student has been enrolled in the new district, so please help to prevent inco...

Infinite Campus verifies that the requesting district is whom they say they are, and that the user making the request has been auth... request using the user account listed below. You may accept or reject this request, but you are encouraged to call the requesting dist...

Student: Enrollment Type: Primary

Last Name	Abrams	First Name	Jenna	Middle Name	Marie
Gender	F	Birthdate	02/12/2009	SSN	
Grade	10	School	24-25 COUNTY HIGH SCHOOL	Start Date	07/25/2024
				Overlap	Edit (08/09/2023-07/30)

Requesting District & User

District	555 County	Name	System Administrator	Username	admin
Request Date	07/25/2024	Work Phone		Email	
Comments	None.				

Releasing District & User

District	275 COUNTY PUBLIC SCHOOLS	Name	System Administrator	Username	admin
Release Date	08/29/2024	Work Phone		Email	
Comments					

Student Records Transfer

Information displayed here is included at the transmitting district when a record is received in the [Records Transfer](#) tool.

See the [Records Transfer Tool Rights](#) article for information about rights needed to use this tool.

Initiate New State Transfer Request

Use this option to request the release of a transfer student's records. This is sent to the student's previous school.

1. Select the **New State Transfer Request** button. A Records Transfer for the student displays. Standard demographic information is listed that cannot be modified.
2. Enter any **Comments** to include with the transfer.
3. Click the **Submit Request** button. The request is sent.

The previous school receives a message in the administrator's [Process Alerts](#) to release the student's records. Once that is done, the transfer district receives a message saying the records have been released.

Initiate New National Transfer Request

Use this option to request student records from other Campus districts using [National Records Exchange](#) across the country.

1. Select the **New National Transfer Request** button. A District Locator editor displays.
2. Enter the **State** abbreviation of where the student records are. This is the only required field.
3. Enter the **District Name, City Name** of the district and the **Zip Code**, if known.
4. Click the **Search** button to find matching results. Select the District if it is the correct match. The request is sent.

The school receives a message in the administrator's [Process Alerts](#) to release the student's records. Once that is done, the transfer district receives a message saying the records have been released.
