

Records Transfer

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Tool Search: Records Transfer

The **Records Transfer** tool is one part in 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.

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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 a 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 a 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.
- 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.