

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.

The screenshot shows the 'Records Transfer' tool interface for student Jenna 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 table of transfers with one entry for 07/25/2024 from County to COUNTY PUBLIC SCHOOLS. The main section is titled 'Records Transfer Abrams, Jenna #' and contains a detailed record card with the following information:

Student: Last Name: Abrams, First Name: Jenna, Middle Name: Marie, Gender: F, Birthdate: 02/12/2009, SSN: [redacted], Grade: 10, School: 24-25 COUNTY HIGH SCHOOL, Start Date: 07/25/2024, Enrollment Type: Primary.

Requesting District & User: District: 555 County, Name: System Administrator, Username: admin, Request Date: 07/25/2024, Work Phone: [redacted], Email: [redacted], Comments: None.

Releasing District & User: District: 275 COUNTY PUBLIC SCHOOLS, Name: System Administrator, Username: admin, Release Date: 08/29/2024, Work Phone: [redacted], Email: [redacted], Comments: [redacted].

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 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.
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.
