

Records Transfer

Last Modified on 10/21/2024 8:19 am CDT

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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' page for student Jenna Abrams. At the top, there is a navigation breadcrumb: 'Student Information > General > Records Transfer'. Below this, the student's name 'Student, Jaylynn' is displayed along with their ID, grade, and birthdate. A 'New State Transfer Request' button is visible. The main content area features a table titled 'Transfers' with columns for Request Date, Name, Status, Requesting District, and Releasing District. A single entry is shown for 07/25/2024, for Jenna Abrams, with status 'request', requesting district 'County', and releasing district 'COUNTY PUBLIC SCHOOLS'. Below the table, there is a section titled 'Records Transfer Abrams, Jenna #' containing detailed information about the transfer request, including student demographics, enrollment type, and details for both the requesting and releasing districts and users.

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 and has identified itself as coming from your district. The student has been enrolled in the new district, so please help to prevent info

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

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, Overlap: 08/09/2023-07/30.

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.

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.
