National Records Exchange

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This tool is only available for Campus District Edition users.

The **National Records Exchange (NRE)** allows student records to be exchanged among Campus districts ***across the nation*.** The National Router contains a registry of Campus districts that are participating in the NRE process of requesting and releasing student records across or within state boundaries.

Any Campus district may participate in the NRE, including districts that are currently DIS-connected to a Campus State Edition.

See the Student Records Transfer article if you wish to learn about how that tool is used by districts to transfer student records electronically to other districts using the ***same regional or State Edition of Campus***.

See the National Records Exchange Tool Rights article for information on tool rights needed to complete this process.

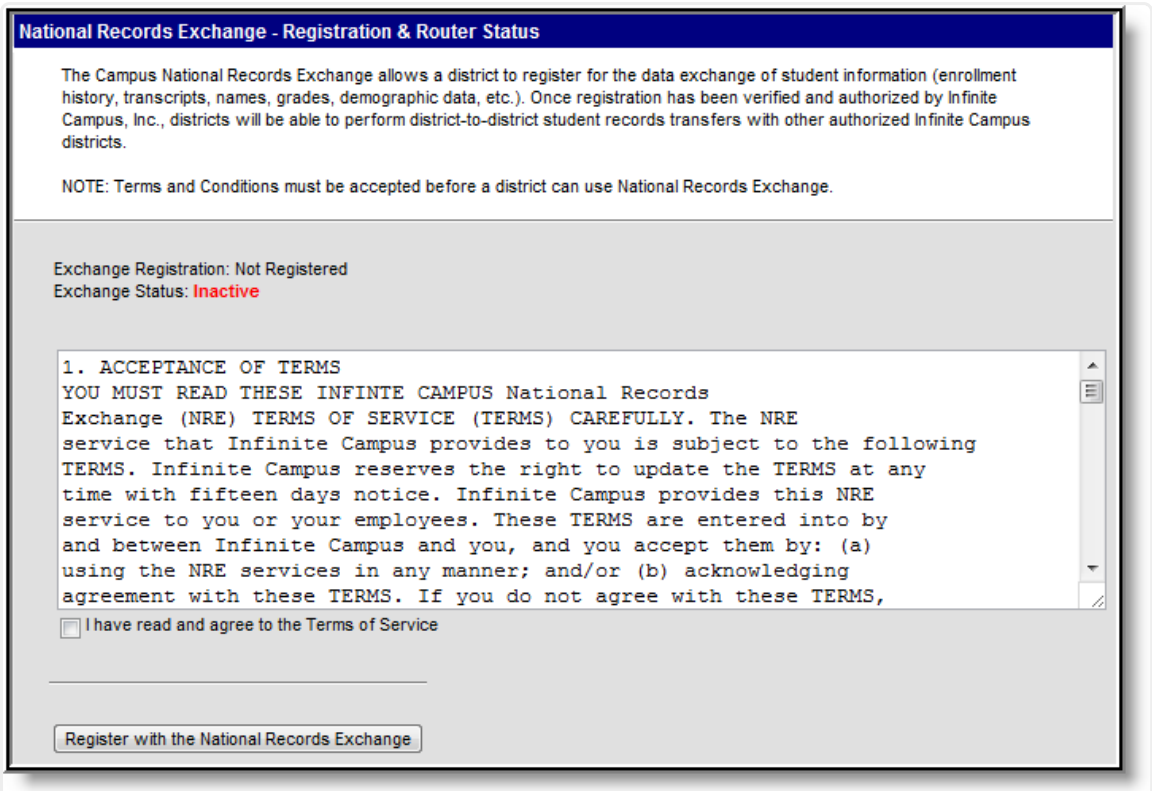
Registration Process

The NRE registration process is performed through the National Records Exchange tool.

The following sections describe the NRE registration process:

Not Registered - Inactive

To register your district for the Campus National Records Exchange, read the Terms of Service, mark the **I have read and agree to the Terms of Service** checkbox (if you agree) and click the **Register with the National Records Exchange** button.



Not Registered - Inactive

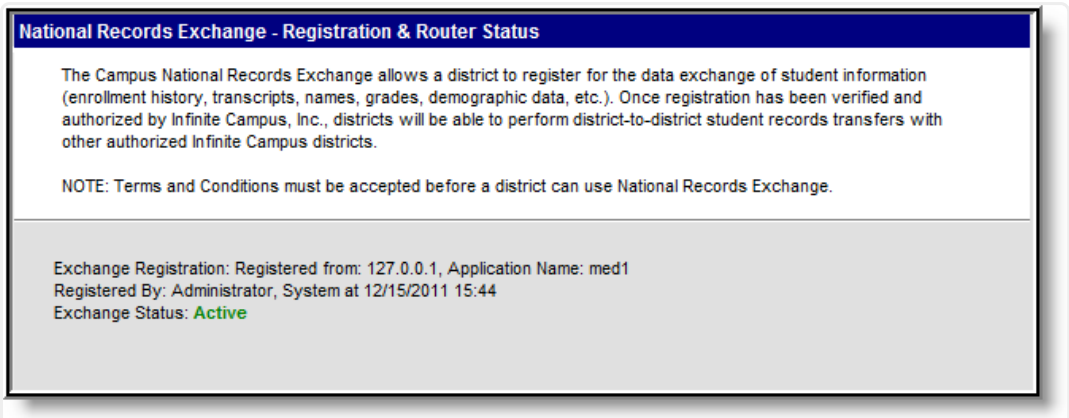
Once registration is complete, the **Exchange Registration** field will list the IP address and application name, the **Registered By** field will appear and list the user who initialized the registration process with a timestamp of when registration was requested and the **Exchange Status** field will display as "Active" (see Image 3).

When the registration is processed, a query is run on the district's census data, specifically on school addresses. Associated cities and zip codes are bundled and sent to the National Router for district-searching purposes.

> Cities and zip codes that exist for only a small percentage of the district's student population (1% or less) are not sent to the Router. For example, this prevents a Maine district from associating with the city and zip code of a student's guardian who lives in Montana.

Registered - Active

When the National Router has received the request and authentication is complete, the **Exchange Status** will display as "Active." The **Exchange Registration** field will report the IP address and application name. The **Registered By** field will list the user who initiated the registration process and a timestamp of when this occurred.



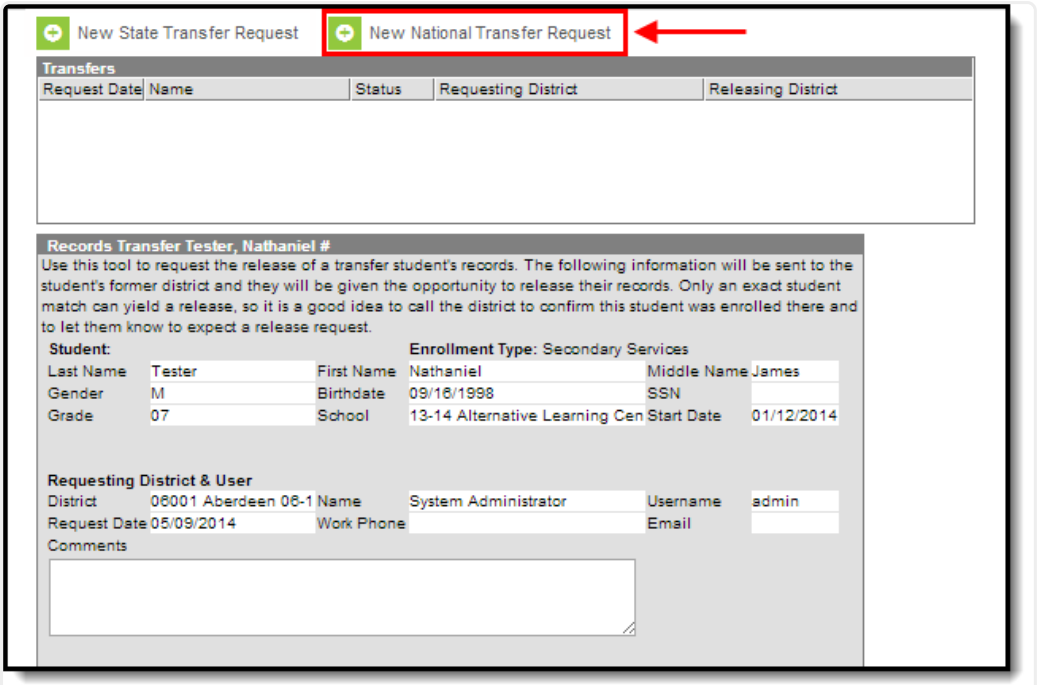
Registered - Active

Initiating a New National Records Transfer

Tool Search: Student Records Transfer, Records Transfer

The Records Transfer tab 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.

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



New National Transfer Request

To Initiate a New National Records Transfer

Both the requesting district and releasing district must be using Campus and have National Records Exchange functionality enabled in order for this process to work properly.

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 will be sent.

The school will receive a message in the administrator's Process Alerts (formerly Process Inbox) to release the student's records. Once that is done, the transfer district will receive a message saying the records have been released.

Student Matching Logic

The former district will retrieve the national transfer request message from its queue and attempt an exact match of the student. Matches are determined automatically, through system logic, and require no user interaction.

Required Match Logic:

- First Name
- Last Name
- Birth date
- Gender

Additional Match Logic:

- Middle Name (exact match or first initial match)
- SSN

Match Not Found

- If more than one student matches the criteria, the system will throw an error indicating that an exact match was not found.
  "**Error Message: The student requested matches more than one record in your system, transfer not possible.**"
- Similarly, an error will also occur if no exact match is found in the former district.
  "**Error Message: The student requested does not exactly match any records in your system, transfer not possible.**"
- If an exact match is not found within the former district, an invalid request error message will display. If the former district sends the error report to the new district, the new district will receive a confirmation of the request error.

Transferred Records and Import Wizards

See the What is Sent During a Records Transfer and Data Import Wizards section for more information.

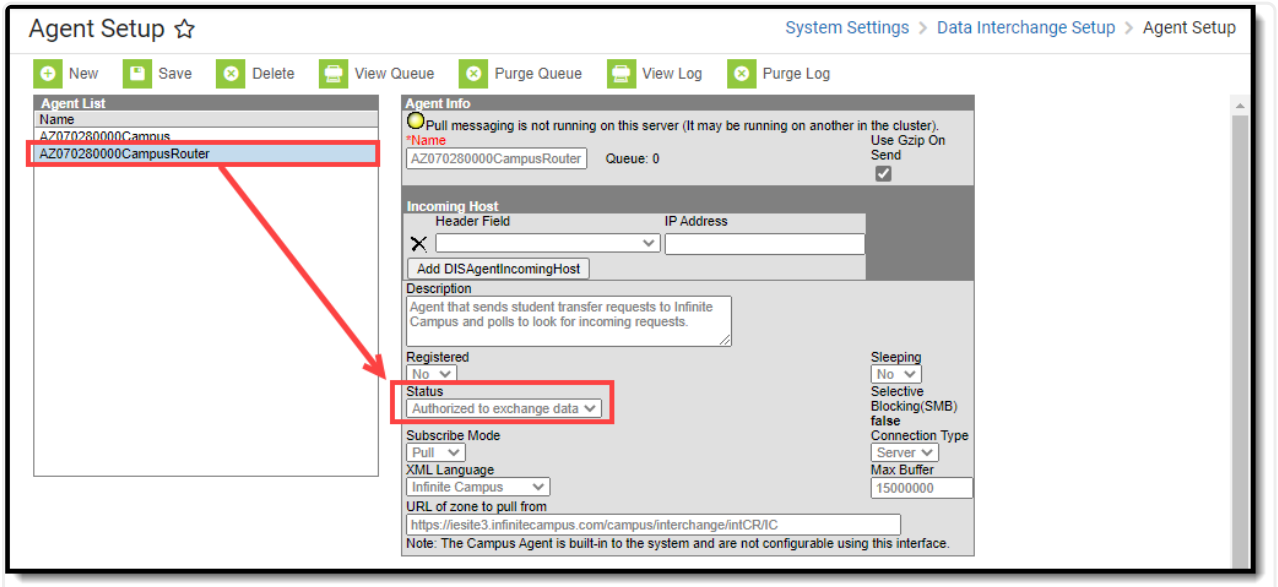
National Router

The National Router is a server that Campus hosts and maintains. The router is a special-purpose version of the Campus application that maintains a master list of participating district agents. The router acts as a directory service: it locates the district from which a records transfer is requested and provides a secure channel through which those records may travel to the destination district.

National Router Agent

Tool Search: Agent Setup

Once a district has elected to participate in the NRE and has completed the proper registration procedures, a CampusRouter agent will appear on the agent list of the district, representing the agent dedicated to NRE data transfers. This agent communicates with the Campus agent (which represents the district student data).



Agents

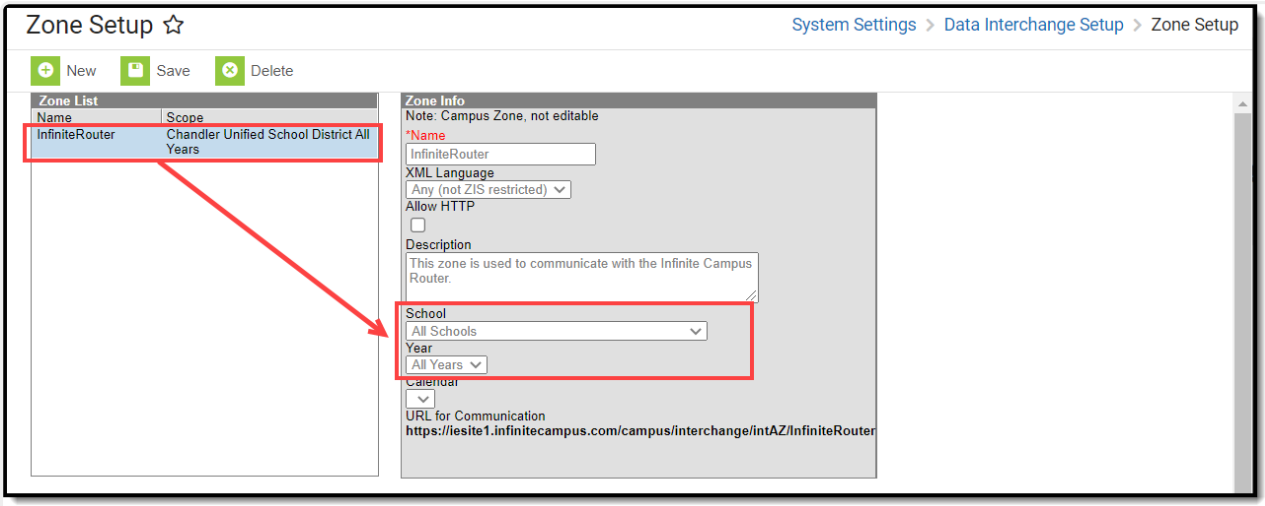
The CampusRouter is the National Router Agent, which cannot be configured through the Agent tool but is available for viewing.

Router Zone

Tool Search: Zone Setup

The Campus (National Router) agent communicates exclusively with the district's main Campus agent within a zone named NationalRouter that is scoped to allow exchange of data in All Schools and All Years.

The zone will NOT be available for configuration by the district.

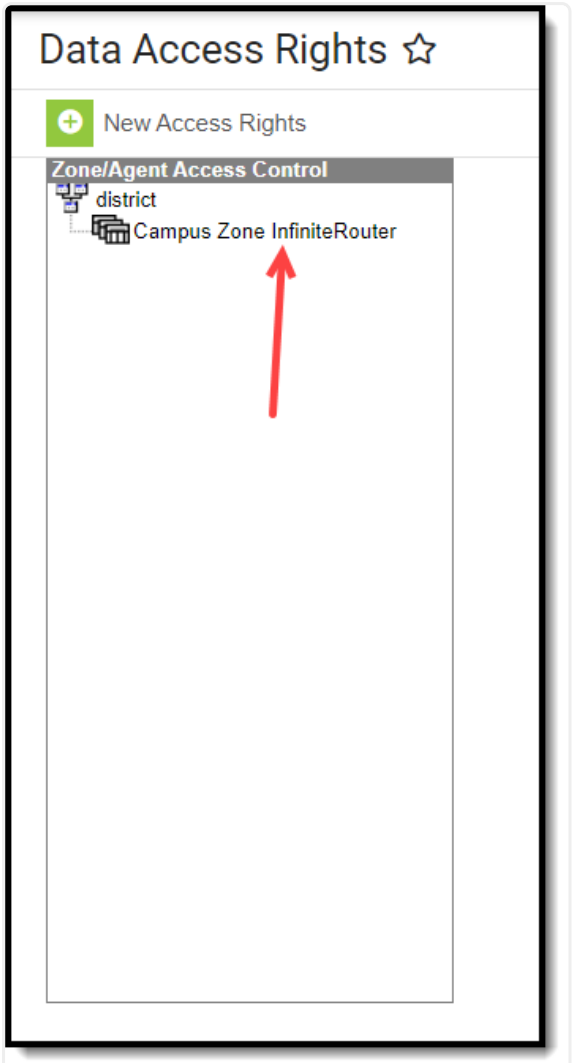


Zones

Router Data Access Rights

Tool Search: Data Access Rights

The Data Access Rights tool does not display data access rights or agents to the user. The Router automatically sets the necessary data access rights in the InfiniteRouter zone, and users cannot modify them.



Data Access Rights

NRE Withdrawal Process

If a district wishes to revoke its participation in the NRE process, they should submit a support ticket.

National records exchanges will no longer occur when NRE has been disabled.

All NRE functionality will be removed; that is, the district will not be able to request or respond to national records transfers.

Terms of Service

Below are the National Records Exchange's terms of service.

1. ACCEPTANCE OF TERMS

YOU MUST READ THESE INFINITE CAMPUS National Records Exchange (NRE) TERMS OF SERVICE (TERMS) CAREFULLY. The NRE service that Infinite Campus provides to you is subject to the following TERMS. Infinite Campus reserves the right to update the TERMS at any time with fifteen days notice. Infinite Campus provides this NRE service to you or your employees. These TERMS are entered into by and between Infinite Campus and you, and you accept them by: (a) using the NRE services in any manner; and/or (b) acknowledging agreement with these TERMS. If you do not agree with these TERMS, you must DECLINE and may not use this service. Your registration for, or use of, the NRE service shall be deemed to be your agreement to abide by these TERMS.

2. LICENSE AND RESTRICTIONS

License to use the Infinite Campus Products are defined in your Infinite Campus End User License Agreement. These TERMS OF SERVICE do not alter that agreement; however, Infinite Campus does not make any assurances with regard to the accuracy of the results or output that derives from the use of the NRE.

3. USER OBLIGATIONS AND RESPONSIBILITIES

In consideration for use of the NRE, you agree to: (a) provide accurate, current, and complete information about you and your organization as may be prompted by the system; (b) maintain the security of your system's user rights, passwords and credentials. You are solely responsible for any and all activities that occur under your accounts and ensuring that you log-off from your account at the end of each session of use. You shall notify Infinite Campus immediately of any unauthorized use of your password or account or any other breach of security that is known or suspected by you. Infinite Campus is not responsible for any: (a) unauthorized access to or alteration of your transmissions or data or any material, information or data sent or received; (b) any transactions entered into through the NRE; or (c) any failure by you to abide by these TERMS. You are entirely responsible for all NRE transactions that include unauthorized disclosure of personal student information. You agree to abide by all applicable local, state, national, and regulations in connection with the use of the NRE. You also agree not to use the NRE for any purpose other than its intended purpose.

4. DISCLAIMER OF WARRANTIES

YOUR USE OF THE NRE SERVICE IS AT YOUR SOLE RISK UNLESS OTHERWISE EXPLICITLY STATED. THE NRE SERVICE, IS PROVIDED ON AN AS IS, AS AVAILABLE, AND WITH ALL FAULTS BASIS. INFINITE CAMPUS DISCLAIMS ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES OF ANY KIND, INCLUDING ANY IMPLIED WARRANTY OR CONDITION OR MERCHANTABILITY, SATISFACTORY QUALITY, OR FITNESS FOR A PARTICULAR PURPOSE. INFINITE CAMPUS MAKES NO REPRESENTATIONS, WARRANTIES, CONDITIONS OR GUARANTEES AS TO THE USEFULNESS, QUALITY, SUITABILITY, TRUTH, ACCURACY OR COMPLETENESS OF THE NRE SERVICE. INFINITE CAMPUS MAKES NO WARRANTY OR REPRESENTATION THAT: (a) THE NRE SERVICE WILL BE UNINTERRUPTED, TIMELY, OR ERROR-FREE; (b) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE NRE SERVICE WILL BE ACCURATE OR RELIABLE; (c) ANY ERRORS IN THE NRE SERVICE WILL BE CORRECTED.

5. GENERAL TERMS

You are subject to additional terms and conditions when you use Infinite Campus Products as defined in the Infinite Campus End User License Agreement. Rights and obligations under the TERMS which by their nature should survive will remain in full effect after termination or expiration of the TERMS. Transcript Transfer Procedures

6. DESCRIPTION OF SERVICE

Infinite Campus, Inc. offers school districts the ability to send student academic records to other Infinite Campus districts in a secure, encrypted environment. The environment is compliant with FERPA and HIPAA and allows district authorized personnel to send student records to other participating Infinite Campus member districts. This data can include transcript, enrollment, assessment, health, special education, schedules, report cards, census, behavior, and attendance data.