Student Record Card 7 (Maryland)

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The student record card is used to maintain a paper copy of student information as required by Maryland Department of Education (MSDE).

Student Record Card 7 is completed for the current school year when a student is moving from one school to another. The Maryland State Department of Education (MSDE) requires districts to provide a summary of a student's schooling when transferring between schools.

Student Record Card 7 Editor

Report Logic

- One record card reports per student.
- If the student had multiple enrollments during the year, the report header reflects the latest/most recent enrollment.
- To report, students must have had a Primary, Partial, or Special Ed enrollment in the selected calendar within the start and end dates.
- Student enrollment must be in grade levels PreK-12.

Extract Options

Field	Description
Record Card Type	Select **Record Card 7**.
Start Date	Default date is the earliest date of the calendar(s) selected. The date can be changed.
End Date	Default date is the latest date of the calendar(s) selected. The date can be changed.
Format	- PDF - Comma Separated (CSV) - HTML
Grade	A grade level filter will narrow report results to only include students in the selected grade levels.
Ad Hoc Filter	Ad Hoc Filters are available for users to narrow report results.
State Student ID	Limit search results to only include student's matching the State Student IDs entered. This field allows one to multiple State Student IDs when each number is separated by a comma.
Calendar Select	- Only one calendar can be selected - Defaults to the calendar selected in the Campus Toolbar - Selection of at least one calendar is required
Generate Report Submit to Batch	Users have the option of submitting the report request to the batch queue by clicking **Submit to Batch** instead of **Generate Extract**. This process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article. Student Record Card 3 is resource intensive and can only be generated for one school at a time. If there are more than 500 students in the file, the report must be run in batch mode.

Record Card 7 Example

Record Card 7 Side 1 - Maryland Student Exit Record
(To be completed when a student is moving from one school to another)
0333 Independence School Local I
2801 N Dukeland Street, Baltimore, MD 21216
Tel: 443-555-0136   Fax:

This record is to be completed, for the current school year, by the sending school and a copy should be provided by the parent/guardian to hand-carry to the receiving school. All official records for transferring student should be faxed, mailed, or sent electronically upon receipt of an official request. This information is intended to facilitate initial instructional placement prior to receipt of official school records. This form is not intended to replace the registration process nor substitute for standard enrollment forms of the local school system. Official records will be sent upon request of the receiving school.

Legal Name: **Smith, John Paul Jr.**   LOCID: **123456789**   SASID: **987654321**   Birth Date: 06/05/2007   Grade: 09 (2021-2022)

Preferred Name:

Parent/Guardian name: Gleydi Diaz   Parent/Guardian Relationship: Mother

Enrollment Information
Exit Code/Status:
Exit Date:
Days Present (as of exit date): 76.77
Days Absent (as of exit date): 0.23
As-of Date: 01/03/2022
Is Student not attending school due to disciplinary action? N

Graduation Requirements Completed	
Algebra 1 Assessment	
English Assessment	
Biology Assessment	
Government Assessment	
Service Learning Hours	47.000

Special Service Received	
Special Education (if yes, attach copy of current IEP)	N
Related Services (if yes, attach copy of current IEP)	
Section 504 (if yes, attach copy of current 504)	N
ELL	N
Gifted and talented/honors Program	N
Other supplemental program (if yes, attach description)	

Health Information	
Immunizations Compliant (attach immunization record)	Y
Blood Lead Screening	N
Physical Exam	N
Special Health Considerations (if yes, please list)	N

Student Record Card 7 Side 1

Record Card 7 Side 2 - Maryland Student Exit Record

Courses Taken in School Year 2021-2022 Grade 09		
Subject	Current Grade*	Comments (include special programs/services, integrated programs, text series, instructional level, etc.)
08101Y English I	A	
10301S U.S. History	A-	
11101Y Algebra I CCSS	B-	
12202S Team Sports	A	
13101Y Biology	C+	

* For completed courses, the grade displayed is the final grade. For in-progress courses, the grade displayed is the in-progress grade. Please attach the most recent report card, transcript, and grading scale. If grade scale is other than A-D=Passing, E/F=Fail, provide key

Contact person for additional student information: Name/Title	Phone Number
Certifying signature of school principal or designee/Title	Phone Number

Student Record Card 7 Side 2

Record Card Side 1 Layout

Field	Description	Location
Header		
Title	This element always says "Record Card 7 - Student Exit Record (To be completed when a student is moving from one school to another)."	N/A
School Name	The school name tied to the selected calendar.	School & District Settings > Schools > School Information > School Name
School Address	The school address tied to the selected calendar.	School & District Settings > Schools > School Information >Address
School Phone Number	The school phone number tied to the selected calendar.	School & District Settings > Schools > School Information > Phone
School Fax Number	The school fax number tied to the selected calendar.	School & District Settings > Schools > School Information >Fax
Disclaimer	Hard coded text.	N/A
Demographics		
Last Name	The student's last name.	Census > People > Identities > Current Identity > Last Name
First Name	The student's first name.	Census > People > Identities > Current Identity > First Name
Preferred Name	The preferred name requested by the student and/or their guardian.	Census > People > Identities > Current Identity > First Name
Middle Name	The student's middle name.	Census > People > Identities > Current Identity > Middle Name
Suffix	The student's generational suffix (Jr, III, etc.).	Census > People > Identities > Current Identity > Suffix
LOCID	The number assigned by the local education agency.	Census > People > Demographics > Student Number

Field	Description	Location
SASID	The student's State Assigned Student ID Number.	Census > People > Demographics > Student State ID
Birth Date	The student's birth date.	Census > People > Identities > Current Identity > Birth Date
Grade	The student's grade.	Student Information > General> Enrollments > Grade
Parent/Guardian Name	The name of the student's parent/guardian.	Census > People > Relationships > Name
Parent/Guardian Relationship	The student's relationship with the parent/guardian.	Census > People > Relationships > Relationship
Enrollment Information		
Exit Code/Status	The student's local end status code. If end status is empty, report blank	Student Information > General > Enrollments > Local End Status
Exit Date	The student's local end status.	Student Information > General > Enrollments > Local End Status
Is Student not attending school due to disciplinary action?	Indicates whether the student is not attending school due to a disciplinary action. **Y** reports if the student has a behavior resolution of *Expulsion* or *Out-of-school suspension* where the enrollment end dates is between the resolution start date and resolution end date. If the end date is empty, Campus uses the current date for comparison. Otherwise, this field reports **N**.	Student Information > General > Behavior
Days Present (as of exit date)	The total number of days the student was present for the current school year as of the end date. If the end date is empty, the current date is used for the calculation.	Student Information > General > Attendance

Field	Description	Location
Days Absent (as of exit date)	The total number of days the student was absent for the current school year. If the end date is empty, the current date is used for the calculation.	Student Information > General > Attendance
As-of Date	Reports the student's enrollment end date. If the enrollment end date is empty, the current date reports.	Student Information > General > Enrollments > End Date (Enrollment.endDate) or (CurrentDate)
Graduation Requirements Completed		
Algebra 1 Assessment	Indicates whether the requirements were met for the exam. **X** reports when the assessment has a status of 10-18. Reports **blank** when the assessment has a status of 30 or 31.	Student Information > General > Calculated Assessment Statuses > ·Primary Algebra Assessment Status
English Assessment	Indicates whether the requirements were met for the exam. **X** reports when the assessment has a status of 10-18. Reports **blank** when the assessment has a status of 30 or 31.	Student Information > General > Calculated Assessment Statuses > ·Primary ELA Assessment Status
Biology Assessment	Indicates whether the requirements were met for the exam. **X** reports when the assessment has a status of 10-18. Reports **blank** when the assessment has a status of 30 or 31.	Student Information > General > Calculated Assessment Statuses > ·Biology Assessment Status
Government Assessment	Indicates whether the requirements were met for the exam. **X** reports when the assessment has a status of 10-18. Reports **blank** when the assessment has a status of 30 or 31.	Student Information > General > Calculated Assessment Statuses > Government Assessment Status
Service Learning Hours	Indicates whether the requirements were met for the exam. **X** reports when the assessment has a status of 10-18. Reports **blank** when the assessment has a status of 30 or 31.	Student Information > General > Calculated Assessment Statuses
Special Service Received		

Field	Description	Location
Special Education (if yes, attach copy of current IEP)	**Y** reports if the student had a locked IEP that overlapped the school year (07/01-06/30). Otherwise, **N** reports.	Student Information > Special Ed > Documents > Locked IEP
Related Services (if yes, attach copy of current IEP)	This field is left blank.	N/A
Section 504 (if yes, attach copy of current 504)	**Y** reports if the student has a 504 flag that overlaps the school year. Otherwise, **N** reports.	Student Information > General > Flags > 504
ELL	**Y** reports if the student was active in English Learners (EL) at any point during the school year. Otherwise, **N** reports.	Student Information > Program Participation > English Learners (EL)
Gifted and talented/honors Program	**Y** reports if the student was marked as Gifted and Talented on any enrollment during the school year. Otherwise, **N** reports.	Student Information > General > Enrollments > Gifted/Talented = Y
Other supplemental program (if yes, attach description)	This field is left blank.	N/A
Health Information		
Immunizations Compliant (attach immunization record)	Indicates whether the student is compliant with Maryland's immunization records. **Y** reports if the student's immunization record is compliant on all immunizations. Otherwise, **N** reports.	Student Information > Health > General > Immunizations
Blood Lead Screening	Indicates whether the student had a blood lead screening. **Y** or **N** reports.	Student Information > Health > General > Screenings
Physical Exam	Indicates whether the student had a physical exam. **Y** reports if the student had one of the following: • Child & Teen Checkup screening • Early Childhood screening • Sports Physical screening Otherwise, **N** reports.	Student Information > Health > General > Screenings

Field	Description	Location
Special Health Considerations (if yes, please list)	Indicates whether the student has any special health considerations. **Y** reports if the student has any conditions or medications listed. Otherwise, **N** reports.	Student Information > Health > General > Conditions **AND** Student Information > Health > General > Medications

Record Card Side 2 Layout

Field	Description	Location
Subject	All courses in which the student was enrolled for the current school year, whether passed or failed. Secondary students report the .course title of all the courses the student is currently taking.	Student Information > General > Transcript Student Information > General > Schedule
Current Grade	The most current grade for the corresponding course. If the course is complete, the final grade reports. If the course is in progress, the in-progress grade reports. If an in-progress grade does not exist, the most recent posted grade reports..	Student Information > General > Grades
Comments	This field is left blank.	N/A
Contact person for additional student information:	This field is left blank.	N/A
Phone Number	This field is left blank.	N/A
Certifying signature of school principal or designee/Title	This field is left blank.	N/A
Phone Number	This field is left blank.	N/A