

Records Transfer Tool Rights

Last Modified on 03/28/2025 3:57 pm CDT

The **Records Transfer** tool is part of the District-to-District Records Transfer process available in Campus.

See the [Records Transfer](#) article to learn more about this tool. See the [National Records Exchange](#) article to learn about the entire process, which is only available in District Edition.

Records Transfer ☆

Student, Jaylynn [E] Student #: 123456789 Grade: 10 DOB: 02/12/2009 Counselor: [Medical Condition(s)]

Student Information > General > Records Transfer

New State Transfer Request

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 Recoc has identified themselves as coming from your district. The student has been enrolled in the new district, so please help to prevent inoo

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

Student:

Last Name	Abrams	First Name	Jenna	Middle Name	Marie
Gender	F	Birthdate	02/12/2009	SSN	
Grade	10	School	24-25 COUNTY HIGH SCHOOL	Start Date	07/25/2024
				Overlap	Edit (08/09/2023-07/30)

Enrollment Type: Primary

Requesting District & User

District	555 County	Name	System Administrator	Username	admin
Request Date	07/25/2024	Work Phone		Email	
Comments	None.				

Releasing District & User

District	275 COUNTY PUBLIC SCHOOLS	Name	System Administrator	Username	admin
Release Date	08/29/2024	Work Phone		Email	
Comments					

Student Information > General > Profile

Users also need the following R rights assigned:

- Assessment Import Wizard - Student Information > General > Assessment
- Immunization Import Wizard - Student Information > Health > Immunizations
- Health Condition Import Wizard - Health > Report > Health Alert Summary Report

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> • View records transfer requests and responses. • Import information made available in data import wizards. 	N/A	<ul style="list-style-type: none"> • Create new records request 	N/A

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- [Front Office](#)

See [User Groups and Suggested Roles](#) for more information.