

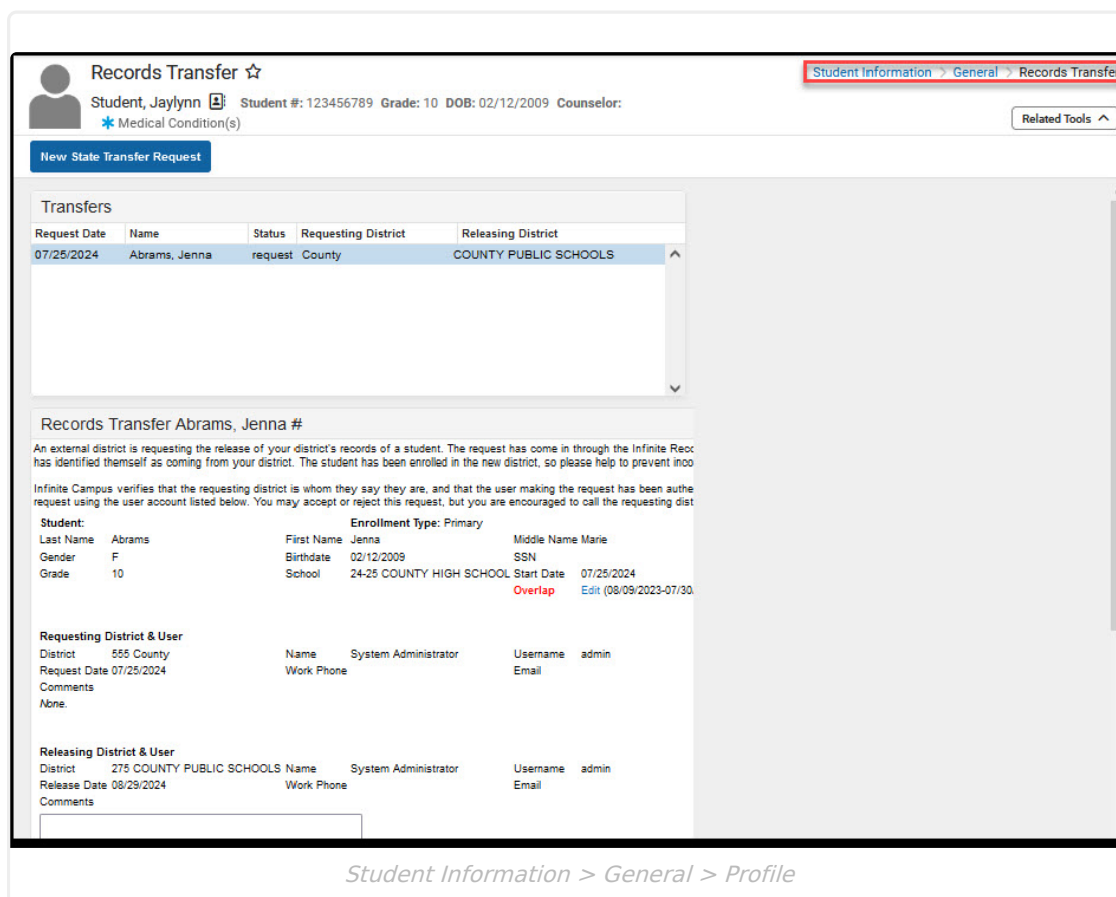
Records Transfer Tool Rights

Last Modified on 06/10/2025 10:20 am CDT

| [Available Tool Rights](#) | [Suggested User Groups](#)

The **Records Transfer** tool is part of the District-to-District Records Transfer process available in Campus. It is used to request a records transfer and import released information for a selected student.

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 ⓘ Student #: 123456789 Grade: 10 DOB: 02/12/2009 Counselor:
 * Medical Condition(s)

[New State Transfer Request](#)

Transfers

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... 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 auth... request using the user account listed below. You may accept or reject this request, but you are encouraged to call the requesting dist...

Student:

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

Requesting District & User

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

Releasing District & User

Releasing District & User		Name		System Administrator		Username		admin	
District	275 COUNTY PUBLIC SCHOOLS	Name	System Administrator	Username	admin	Email			
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

Related Tools/Tool Rights:

- **[National Records Exchange](#)**: enable NRE/check NRE status (for district system administrator/backup only)
- **Records Transfer**: Request records transfer/import released records for selected student
- **[Student Records Transfer](#)**: Monitor status of district students' requests/import released records for district students

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](#)
- [Records Transfer](#)

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