

Student Records Transfer Tool Rights

Last Modified on 12/30/2025 9:05 am CST

The **Student Records Transfer** tool allows districts to respond to other districts' records transfer requests and to receive requested records released by other districts. This editor displays all the requests in a district. This is different from the **Records Transfer** tool, which only displays requests for a selected student.

The types of records that can be transferred vary by state.

See the [Student Records Transfer](#) article for more details on how to use this tool and how the records transfer process works. See the [National Records Exchange](#) article to learn about the entire process, which is only available in District Edition.

Student Records Transfer ☆ System Settings > Data Interchange Administration > Student Records Transfer

Transfers				
Request Date	Name	Status	Requesting District	Releasing District
03/13/2025	Abegg, Abbey	request	COOPER COUNTY PUBLIC SCHOOLS	
12/03/2024	Zahari, Zaur	released	ROBBINSDALE SCHOOL DISTRICT	COOPER COUNTY PUBLIC SCHOOLS

Records Transfer Abegg, Abbey #

This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

Student:		Enrollment Type: Primary	
Last Name	Abegg	First Name	Abbey
Gender	F	Birthdate	04/01/2008
Grade	11	School	24-25 Eastern High
		Start Date	08/08/2024

Requesting District & User

District	275 COOPER COUNTY PUBLIC SCHOOLS	Name	System Administrator	Username	admin
Request Date	03/13/2025	Work Phone		Email	
Comments	Testing for SIS-183217				

Status: Waiting for former district to release records.

Student Records Transfer - Requested

Records Transfer Zahari, Zaur

This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

Student:
 Last Name Zahari First Name Zaur Enrollment Type: Primary
 Gender M Birthdate 08/21/2017 Middle Name SSN
 Grade 01 School 2024-25 Forest Elementary Start Date 12/03/2024

Requesting District & User
 District 028101 ROBBINSDALE SCHOOL DISTRICT Name System Administrator Username admin
 Request Date 12/03/2024 Work Phone Email
 Comments None.

Releasing District & User
 District 278 COOPER COUNTY PUBLIC SCHOOLS Name System Administrator Username admin
 Release Date 12/03/2024 Work Phone Email
 Comments None.

Status: Records released to requesting district. Process Complete.

Transfer Documents

-  [Transcript](#)
-  [Census Contact Summary](#)
-  [Extended Census Summary](#)
-  [Enrollment History](#)
-  [Schedule](#)
-  [Attendance Period Detail](#)
-  [Assessment Summary](#)
-  [Behavior Summary](#)
-  [EL Document](#)
-  [FERPA](#)
-  [Gifted & Talented Documents](#)
-  [Homeless Services Documents](#)
-  [Gifted Service](#)
-  [Gifted](#)
-  [Health Condition Summary](#)
-  [Health Screening Summary](#)
-  [Health Immunization Summary](#)
-  [Homeless Summary](#)
-  [Homeless Service Summary](#)

Student Records Transfer - Released

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

Users must have tool rights to each of the necessary data import wizards (System Settings > Data Interchange Administration > Student Records Transfer) in order to import transferred data. Transferred records may be released in PDF or Data Import format.

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As outlined in the RWAD table, user need R to generate PDFs and W to access data import wizards for any of the subrights outlined in the red box in the screen capture below.

The options available for selection will vary by state, and include choices related to program-based information (e.g. Migrant, Title I, FERPA).

Student Records Transfer	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Notify Process Inbox	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Transcript	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Census Contact	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Enrollment History	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Schedule	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Attendance	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Assessment	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Behavior	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Health Condition	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Health Screening	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Immunization	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Report Card	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
IEP	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
DE Meeting Invite Documents	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Special Ed Evaluation	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Special Ed Documents	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
PLP	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
PLP Evaluation	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CDR Documents	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Counseling Documents	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Health Documents	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
PLP Documents	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Special Ed State Import	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
English Learners (EL)	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
EL Services	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
EL Accommodations	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Extended Census	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Foster Care	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Military Connections	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Homeless Services	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Early Learning	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Gifted	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Career Readiness	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
21st CCLC	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Alternative Education	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Pregnant And Parenting	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Support Environment	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Early Education MN	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Dual Language Immersion	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
At Risk	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Title1	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Dropout	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Funded Program	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Meeting	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Migrant Service	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
On Track	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Summer Education	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Title1PartA	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Title1PartD	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Title III	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Student Records Transfer Tool Rights

Read (R) rights allow users to access records released in PDF format. Read/Write (RW) rights allow users to access records released in PDF format and perform Data Imports for the tools that have them.

► [Click here to expand...](#)

Releasing District & User

District 111 Wyburn County Schools Name System Administrator Username admin

Release Date 03/26/2025 Work Phone

Comments
None.

Transfer Documents

- Transcript
- Census Contact Summary
- Extended Census Summary
- IEP
- Special Ed Evaluation
- Enrollment History

Status: Records released.

Data imports

- Transcript Import Wizard
- Extended Census Import Wizard
- Enrollment History Import Wizard
- Assessment Import Wizard

Student Records Transfer - Transcript Import

Import Transcript records from 111 Wyburn County Schools
Print transcript records from the releasing district into your own local database. Transcript Course information can be stored as numbers and names from the releasing district, or it can be translated into local course numbers/numbers. Credit types will need to be mapped to local credit types. Use the credit map adjuster to translate releasing district credit amounts into the equivalent local amounts.

Don't Import	School Year	Grade	District No.	School No.	School Name	*Course Number	Course Name
<input type="checkbox"/>	2021-2022	8	111123	Falkner High School	Falkner, VA	10112X	English I
SCED Subject Area							
SCED Course Identifier							
Score: GPA Weight GPA Value Percent GPA Max Unweighted GPA Value: *Landed *Attempted *Transcript Credit HS-ELA							
95 1 4 95 4 4							
Points Number Standard Standard Name Date Actual Start End Term Term Term State Code State Code Name							
03/12/2024 1 1 1 1 10122X English I							
Comments							
Imported from 111 Wyburn County Schools Records Transfer.							

Student Records Transfer - Transcript Import

Import Transcript records from 111 Wyburn County Schools
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Don't Import	School Year	Grade	District No.	School No.	School Name	*Course Number	Course Name
<input type="checkbox"/>	2021-2022	9	111123	Falkner High School	Falkner, VA	21092X	NC Math 1
SCED Subject Area							
SCED Course Identifier							
Score: GPA Weight GPA Value Percent GPA Max Unweighted GPA Value: *Landed *Attempted *Transcript Credit HS-Math							
95 1 4 95 4 4							
Points Number Standard Standard Name Date Actual Start End Term Term Term State Code State Code Name							
03/12/2024 1 1 1 1 21052X NC Math 1							
Comments							
Imported from 111 Wyburn County Schools Records Transfer.							

Released Records - PDF and Data Import

R	W	A	D
Student Information > Allow Unfiltered Search			
Allows unlimited searching for students in schools/calendars to which the user has access.	N/A	N/A	N/A
System Settings > Data Interchange Administration > Student Records Transfer			
View Student Records Transfer tool.	N/A	N/A	N/A
System Settings > Data Interchange Administration > Student Records Transfer > Notify Process Inbox Subright			
View alerts regarding status of records release request that appear in the Process Inbox.	N/A	N/A	N/A

R	W	A	D
System Settings > Data Interchange Administration > Student Records Transfer > Student Records Subrights (e.g. Transcript, Enrollment History - available options vary by state)			
View PDF versions of released records.	Use data import tools to import data.	N/A	N/A

Suggested User Groups

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

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