

# Student Records Transfer Tool Rights

Last Modified on 07/09/2025 1:19 pm CDT

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	Middle Name	Ann
Grade	11	Birthdate	04/01/2008
		SSN	000583564
		School	24-25 Eastern High
		Start Date	08/08/2024

  

Requesting District & User	
District	275 COOPER COUNTY PUBLIC SCHOOLS
Request Date	03/13/2025
Comments	Testing for SIS-183217

  

System Administrator	
Username	admin
Work Phone	
Email	

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.

<b>Student:</b>		<b>Enrollment Type: Primary</b>	
Last Name	Zahari	First Name	Zaur
Gender	M	Middle Name	
Grade	01	Birthdate	08/21/2017
		SSN	
		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	275 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	Elementary Report Card - 4 Term
Census Contact Summary	Portal Report Card
Extended Census Summary	IEP
Enrollment History	Special Ed Evaluation
Schedule	IEP Documents
Attendance Period Detail	PLP
Assessment Summary	PLP Documents
Behavior Summary	Health Documents
EL Document	Counseling Documents
FERPA	ILPA
Gifted & Talented Documents	ILPA Documents
Homeless Services Documents	English Learners (EL)
Gifted Service	EL Services
Gifted	EL Accommodations
Health Condition Summary	Adult Ed
Health Screening Summary	Early Learning
Health Immunization Summary	Supplemental School Year Program
Homeless Summary	Foster Care
Homeless Service Summary	BIE Foster Care

*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.

► [Click here to expand...](#)

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.

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
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

*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		Email	
Comments	None.				

Status: Records released.

**Transfer Documents**

- Transcript
- Census Contact Summary
- Extended Census Summary
- Enrollment History
- Official Report Card - HS
- Q1 Progress Report
- IEP
- Special Ed Evaluation

**Data imports**

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

**Enrollment History**

Start	End	Grade	School
02/29/2024	05/31/2024	11	
08/26/2024	03/03/2025	12	

No course data for student.

**Credit Summary**

	Attempted	Earned
HS	3.000	3.000
ELA	2.000	2.000
Health & PE	3.000	3.000
Math	7.000	7.000
Other	3.000	3.000
Science	4.000	4.000
Soc Stud	22.000	22.000
<b>Total</b>	<b>22.000</b>	<b>22.000</b>

**Student Records Transfer - Transcript Import**

Import Transcript records from 111 Wyburn County Schools. First, the transcript data from the releasing district is imported 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/names. Credit types will need to be mapped to local credit types. Use the credit mass adjuster to translate releasing district credit amounts into the equivalent local amounts.

Credit Multiplication Factor: 1

Don't Import: School Year, Grade, District No., School No., School Name, Course Number, Course Name

SCED Subject Area: 9, SCED Course Identifier: 111123, Fairview High School, Fairview, VA, 16217X2, English I

Score: GPA Weight, GPA Value, Percent, GPA Max, Unweighted GPA Value, Labeled, Attempted, Transcript Credit HS-ELA

Imported from 111 Wyburn County Schools Records Transfer.

Released Records - PDF and Data Import

R	W	A	D
<b>Student Information &gt; Allow Unfiltered Search</b>			
Allows unlimited searching for students in schools/calendars to which the user has access.	N/A	N/A	N/A
<b>System Settings &gt; Data Interchange Administration &gt; Student Records Transfer</b>			
View Student Records Transfer tool.	N/A	N/A	N/A
<b>System Settings &gt; Data Interchange Administration &gt; Student Records Transfer &gt; Notify Process Inbox Subright</b>			
View alerts regarding status of records release request that appear in the Process Inbox.	N/A	N/A	N/A
<b>System Settings &gt; Data Interchange Administration &gt; Student Records Transfer &gt; Student Records Subrights (e.g. Transcript, Enrollment History - available options vary by state)</b>			

R	W	A	D
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](#)