Student Records Transfer Tool Rights

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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 - Requested

Records Transfer Zahari, Zaur #

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

Student: **Enrollment Type:** Primary

Last Name	Zahari	First Name	Zaur	Middle Name	
Gender	M	Birthdate	08/21/2017	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	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 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...

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
System Settings > Data Interchange Administration > Student Records Transfer > Student Records Subrights (e.g. Transcript, Enrollment History - available options vary by state)			

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