

# Student Records Transfer: Getting Started

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Tool Search: Student Records Transfer

The Student Records Transfer tool allows districts to transfer integral student data electronically to other districts using the same regional or State Edition of Campus. The state or regional edition acts as the intermediary that facilitates the exchange process between districts.

To view details of student records transfer activity, select each student within the Student Records Transfer window.

Records Transfer functionality varies from state to state. See the [National Records Exchange \(NRE\)](#) article to learn about how that tool is used to exchange student records among Campus districts ***across the nation***.

See the [Student Records Transfer Tool Rights](#) article for information about tool rights needed to complete this process.

Student Records Transfer ☆ System Settings > Data Interchange Administration > Student Records Transfer Related Tools ^

**Transfers**

Request Date	Name	Status	Requesting District	Releasing District
06/20/2024	Smith, [redacted]	error	ROBBINSDALE SCHOOL DISTRICT	CHANDLER UNIFIED DISTRICT
06/20/2024	Abdullahi, [redacted]	error	ROBBINSDALE SCHOOL DISTRICT	CHANDLER UNIFIED DISTRICT
01/22/2024	Sage, [redacted]	error	Ignacio	CHANDLER UNIFIED DISTRICT

**Records Transfer Smith, [redacted]**

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

<b>Student:</b>		<b>Enrollment Type:</b> Secondary Services	
Last Name	Smith	First Name	[redacted]
Gender	[redacted]	Middle Name	
Grade	[redacted]	Birthdate	[redacted]
		SSN	
		School	2023-24 2/3 Day Preschool - NH Start Date 09/11/2023

<b>Requesting District &amp; User</b>			
District	028101 ROBBINSDALE SCHOOL DISTRICT	Name	System Administrator
Request Date	06/20/2024	Work Phone	
Username	admin	Email	
Comments			
<i>Test if AZ can see this from MN</i>			

<b>Target District</b>	
District	070280000 CHANDLER UNIFIED DISTRICT

<b>Releasing District &amp; User</b>			
District	070280000 CHANDLER UNIFIED DISTRICT	Name	
Release Date		Work Phone	
Username		Email	
Comments			
None			

**Error Message:** The student requested does not exactly match any records in your system, transfer not possible.

Records Transfer

## Main Technical Components

The terms in this section outline the primary components of the student records transfer process.

- **Agent-** Transferring records within a Campus State Edition occurs through Campus agent-to-agent communication. There are three agents involved in a records transfer:
  - **State-level agent** - (*The agent existing in the state-level installation of Campus.*)  
The state-level agent is the main facilitator of all agent communication and makes requesting and transferring records possible.
  - **New district agent** - (*The agent in the new district to which the student has transferred.*)  
The new district may enroll the new student and then request his/her records from the former district by creating a records transfer request. The new district's agent will send the request message to the state-level agent. The state-level agent will then route the request message to the agent in the student's former district.
  - **Former district agent** - (*The agent in the previous district that the student no longer attends.*)  
The agent in the student's former district will receive the records request message from the state-level agent on behalf of the new district. The designated records transfer user in the former district will approve the release of the student's records. The agent in the former district will send the records in a message to the state-level agent. The state-

level agent will then route the records to the new district.

- **State zone** - The designated area in which the district agents communicate through the state-level agent. The state zone is accessible by each district and at the state.

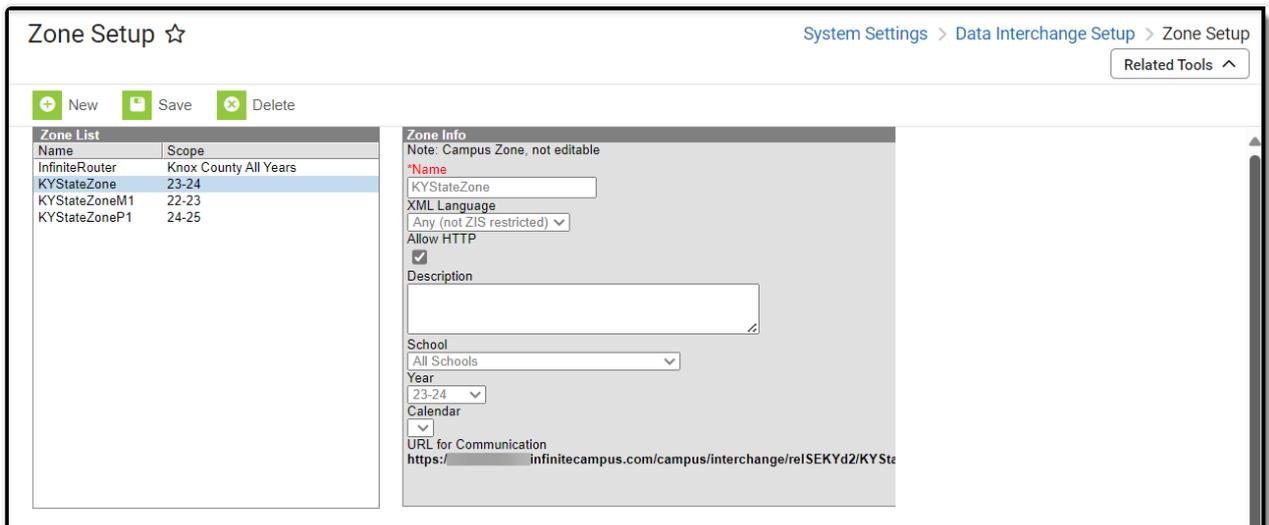
## DIS Agents and Zones

Tool Search: Zone Setup, Agents

Completing a student records transfer between two districts uses DIS messaging and involves built-in Campus agents installed by Campus hosting staff during the district/state’s initial configuration.

To allow an intrastate records transfer, Campus hosting sets up DIS communication between district and state agents.

Districts do NOT communicate directly with each other. All messaging and data movement between districts flows through the state-level agent.



*District-Level View of the State Zone*

In each district, a state zone exists to facilitate communication with the state-level agent. This zone is where messages related to student data, including records transfer within the state, are exchanged.

Zone Setup ☆ System Settings > Data Interchange Setup > Zone Setup Related Tools ^

Zone List	
Name	Scope
KY301Zone	Knox County 23-24
KY301ZoneM1	Knox County 22-23
KY301ZoneP1	Knox County 24-25
KY555Zone	Trigg County 23-24
KY555ZoneM1	Trigg County 22-23
KY555ZoneP1	Trigg County 24-25

**Zone Info**  
Note: Campus Zone, not editable

\*Name: KY301ZoneP1

XML Language: Any (not ZIS restricted) ▾

Allow HTTP:

Description: Zone for Knox County Next Year

District: Knox County (301) ▾

School: All Schools ▾

Year: 24-25 ▾

Calendar: ▾

URL for Communication: https://infinitecampus.com/campus/interchange/relSEKysu/KY301

*State-Level View of Each District Zone*

At the state level, a zone exists for each district within the state to facilitate communication and exchange messages related to student data, including records transfer within the state.

## Student Locator

Tool Search: Student Locator

Districts are required to use the [Student Locator](#) tool to add and enroll new students, preventing duplicate entries and records from being created for the same person.

When the student is enrolled and located by the Student Locator, it means he/she is transferring from another district within the same state/region and already has a record in the state database. This indicates that his/her records can be requested from the former district once the student is enrolled.

### Student Locator

**Student Search**

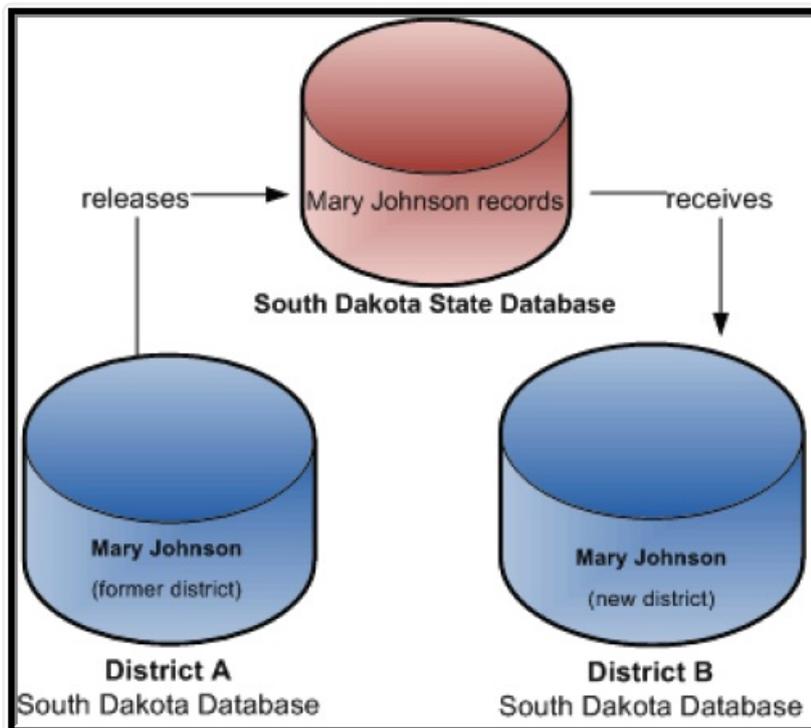
Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. The user must enter the State ID, the SSN, or the full legal lastName, firstName and gender. Select a student from the list or click on Create New Student. When doing a SSN-only search, the user must still do a name based search before they are allowed to create a new person.

Last Name:   
 First Name:   
 Gender:   
 Birth Date:   
 Middle Name:   
 SSN #:  -  -   
 State ID:

Name	State ID	Gender	Birth Date	%
Test, Kid	086250441	F	04/02/2000	100

*Locate a Transfer Student for Enrollment in a New District*

When the Student Records Transfer is requested or released, the messages and data are funneled through the state to the new district via the [state agent](#).



*Sample Transfer of Student Records*

