

# Student Records Transfer Process

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Tool Search: Student Records Transfer

Records Transfer functionality varies from state to state.

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

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 Transfers window.

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

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

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**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.

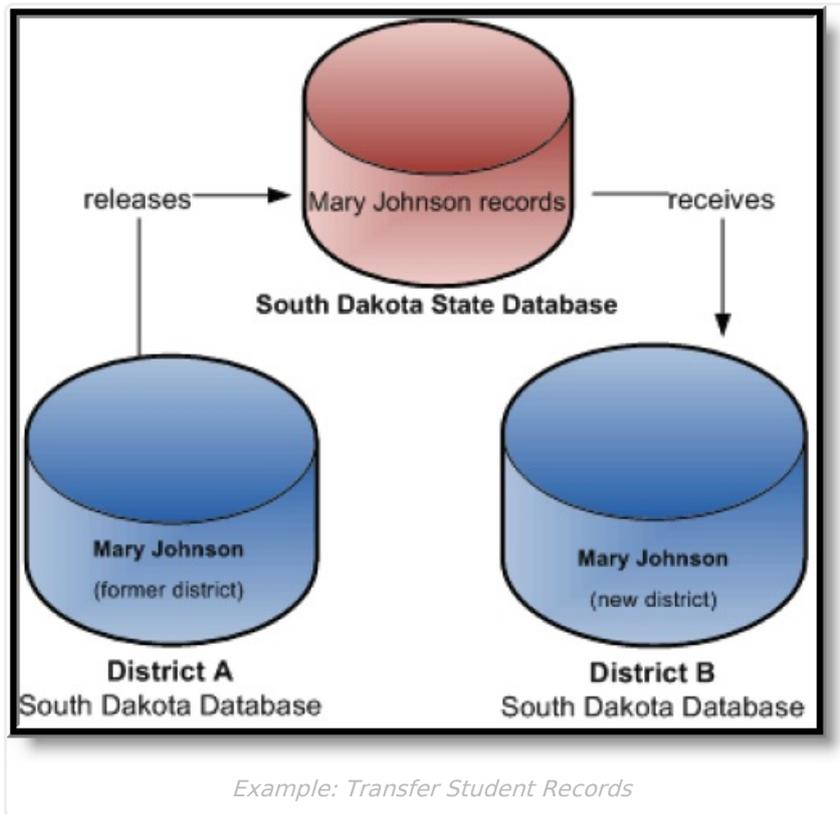
*Records Transfer*

There are three steps to completing a student records transfer:

1. [New District Requests a Student Records Transfer](#)
2. [Former District Responds to a Student Records Transfer Request](#)
3. [New District Receives Released Records from Former District](#)

For a student records transfer to be possible, the state database must have a record of the student's former enrollment and the student's *stateID* number.

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](#).



## New District Requests a Student Records Transfer

Tool Search: Records Transfer

### Submit a New Transfer Request

A records transfer may be requested at any time after the transfer student has been enrolled in the new district. The records transfer page will display immediately after the student's new enrollment is saved.

1. Navigate to the [Records Transfer](#) tool
2. Select the **New State Transfer Request** icon (if applicable)
3. Select the **Submit Request** button.

## Records Transfer ☆

Counselor: [redacted] Student #: [redacted] Grade: 11 DOB: [redacted]

Student Information > General > Records Transfer

Related Tools ^

New State Transfer Request

New National Transfer Request

Request Date	Name	Status	Requesting District	Releasing District

**Records Transfer** [redacted]

Use this tool to request the release of a transfer student's records. The following information will be sent to the student's former district and they will be given the opportunity to release their records. Only an exact student match can yield a release, so it is a good idea to call the district to confirm this student was enrolled there and to let them know to expect a release request.

**Student:** Enrollment Type: Primary

Last Name [redacted]	First Name [redacted]	Middle Name M [redacted]
Gender F	Birthdate [redacted]	SSN [redacted]
Grade 11	School 24-25 Knox Central High School	Start Date 07/01/2024

**Requesting District & User**

District 301 Knox County	Name System Administrator	Username admin
Request Date 08/27/2024	Work Phone [redacted]	Email [redacted]

Comments

Submit Request

Records Transfer

## Process Inbox Status - Waiting

The new district's Process Inbox and the student's Records Transfer tab will both display a **Waiting** status until the former district responds.

Only users who have Notify Process Inbox tool rights and calendar rights (or All Calendars rights) to the school where the student is currently enrolled in will receive this message.

**Process Inbox**

Date Range  to  Display

<input type="checkbox"/>	Process	Name	Posted Date	Due Date
<input type="checkbox"/>	Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>	Records Transfer	<a href="#">Waiting Test, Julia 12345678</a>	04/11/2011	
<input type="checkbox"/>	Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>	Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>	Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>	Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	

*New District's Process Inbox - Waiting Status*

During this time, the new district will not know what district the student previously attended.

**Student Records Transfer**

**Records Release**  
This is a Records Release containing the student information, the requesting district/user and the rele

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**Records Transfer Test, Julia # 12345678**

**Student:** **Enrollment Type:** Primary

Last Name	Test	First Name	Julia	Middle Name	Ruth
Gender	F	Birthdate	06/15/1998	SSN	
Grade	07	School	10-11 Middle School	Start Date	08/25/2010

**Requesting District & User**

District	32002 Pierre 32-2	Name	Administration Administration	Username	admin
Request Date	04/11/2011	Work Phone		Email	

Comments  
*Send Records Please.*

**Status: Waiting for former district to release records.**

*Records Transfer Tab - Waiting*

If the student's former district cannot be located because the state does not have a matching record for the student, a transfer error will appear to let the user know the request was unsuccessful. Clicking the link will display the reason for the error.

**Student Records Transfer**

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

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**Records Transfer Abel, Rylan #**

**Student:** Enrollment Type: Primary

Last Name	Rylan	First Name	Rylan	Middle Name	Rylan
Gender	M	Birthdate	00/00/2000	SSN	
Grade	03	School	09-10 C.C. Lee Elementary	Start Date	08/24/2009

**Requesting District & User**

District	06001 Aberdeen 06-1	Name	System Administrator	Username	admin
Request Date	05/18/2011	Work Phone		Email	

Comments  
None.

**Releasing District & User**

District		Name		Username	
Release Date		Work Phone		Email	

Comments  
None.

**Error Message: No former district records found.**

Records Transfer Tab - Error

## Former District Responds to a Student Records Transfer Request

When a student records transfer is requested, the former district will receive a notification in his/her Process Inbox.

**Process Inbox**

Date Range  to  Display

<input type="checkbox"/>		Process	Name	Posted Date	Due Date
<input type="checkbox"/>		Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>		Records Transfer	<a href="#">Request for you to release: Test, Julia 12345678</a>	04/11/2011	
<input type="checkbox"/>		Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>		Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	
<input type="checkbox"/>		Records Transfer	<a href="#">Transfer Released: Student, New 117852868</a>	04/11/2011	

Former District's Process Inbox - Request to Release Records

## Respond to Records Transfer Request

When the link is selected, the request displays the following screen with information on the student and new district:

**Student Records Transfer**

**Release or Reject a Request for Transfer Records**  
 An external district is requesting the release of your district's records of a student. The request has come from another district. The student has been enrolled in the new district, so please help to prevent incorrect data or enrollment issues.

Infinite Campus verifies that the requesting district is whom they say they are, and that the user making the request is a valid user. You may accept or reject this request, but you are encouraged to call the requesting district to verify the user.

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**Records Transfer Lane, Susie #**

Student:		Enrollment Type: Primary			
Last Name	Test	First Name	Julia	Middle Name	Ruth
Gender	F	Birthdate	06/15/1998	SSN	
Grade	07	School	10-11 Middle School	Start Date	08/25/2010

**Requesting District & User**

District	06001 Aberdeen 06-1	Name	System Administrator	Username	admin
Request Date	04/07/2011	Work Phone		Email	
Comments None.					

**Releasing District & User**

District	32002 Pierre 32-2	Name	Administration Administration	Username	admin
Release Date	04/26/2011	Work Phone		Email	
Comments <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>					

Release Records
Reject Request
Ignore Request

*Former District - Incoming Records Request*

The former district is expected to respond to the request in one of three ways:

- **Release Records** - Student records and the previous district's contact information is sent to the new district. A notice appears in the new district's Process Inbox stating "Transfer Released."
- **Reject** - No student records are sent to the new district. A notice appears in the new district's Process Inbox stating "Transfer Rejected." The previous district's contact information is visible.
- **Ignore** - No student records or former district information is sent. A notice appears in the new district's Process Inbox stating "Transfer Rejected." This is an anonymous rejection with no indication of the former district.

The **Ignore** feature should only be used in the event that a former district has a valid, legal reason to withhold student information from the new district (*e.g.*, court order, witness protection program agreement).

## Enrollment Overlap Indicator

In case the former district has not ended the student's enrollment in its district at the time it receives the Student Records Transfer request, an enrollment **Overlap** indicator will appear with the student's current and active enrollment displayed.



Selecting the **Edit** link will redirect the user to the student's [Enrollments tab](#) where his/her enrollment may immediately be ended.

The Overlap indicator only appears if a student's enrollment in his/her former district has not been ended. This message may be the first notification to the former district that a student has transferred and is enrolling into a new district.

## Mismatched Data

To prevent mistaken transfers of student data, Campus only allows a district to release student records if an exact match is found between districts.

Therefore, if the new district enters the student's information incorrectly (e.g., spells the name wrong or enters the wrong birthday), the former district will not be able to release the records for the student. When the new district user clicks on the records release link, an error will display.

**Student Records Transfer**

**Records Release**

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

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**Records Transfer Test, Julia # 12345678**

**Student:** **Enrollment Type:** Primary

Last Name	Test	First Name	Julia	Middle Name	Ruth
Gender	F	Birthdate	06/15/1998	SSN	
Grade	07	School	10-11 Middle School	Start Date	08/25/2010

**Requesting District & User**

District	32002 Pierre 32-2	Name	Adam Person	Username	adamper
Request Date	01/19/2010	Work Phone	(555)427-6650	Email	
Comments	None.				

**Releasing District & User**

District	34301 Crow Creek Tribal School	Name		Username	
Release Date		Work Phone		Email	
Comments	None.				

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

Data Integrity Error

## Records Transfer Objects

See the [Record Transfer Objects](#) table for more information about which objects are transferred during the student records transfer.

## New District Receives Released Records from Former District

When the former district selects the **Release Records** option, records are sent to the new district. The new district will receive a message link in its Process Inbox containing the student's records and the former district's contact information.

Based on assigned user rights, records transfers can be accessed in three areas of Campus:

- *Process Alerts (formerly Process Inbox)* (until deleted)
- *Student Information > General > Student Records Transfer* (permanent record)
- *System Settings > Data Interchange > Student Records Transfer* (permanent record)

A released records transfer message will contain two methods of receiving the transferred student records. It is the responsibility of the new district to complete the records transfer by importing and/or entering the relevant data.

- **Transferred Documents** – PDFs available for download, saving and/or printing.

- **Data Import Wizards** – Method of directly writing the former district data to the new district database. See the [Student Records Transfer: Wizards](#) article for more information on available Data Import Wizards.

**Requesting District & User**  
 District: 06001 Aberdeen 06-1 Name: Username:  
 Request Date: 08/18/2011 Work Phone: Email:  
 Comments: None.

**Releasing District & User**  
 District: 06301 ABERDEEN CATHOLIC SCHOOL SYSTEM Name: Username:  
 Release Date: 08/18/2011 Work Phone: Email:  
 Comments: None.

**Items not pertinent to the student are crossed out.**

Status: Records released.

Transfer Documents	Data imports
<del>Transcript</del>	Transcript Import Wizard
<del>Census Contact Summary</del>	<del>Extended Census Import Wizard</del>
<del>Extended Census Summary</del>	Enrollment History Import Wizard
Enrollment History	Assessment Import Wizard
Schedule	Immunization Import Wizard
Attendance Period Detail	Health Condition Import Wizard
Assessment Summary	Health Screening Import Wizard
Behavior Summary	IEP Import Wizard
Health Condition Summary	Special Ed Evaluation Import Wizard
Health Screening Summary	Special Ed Documents Import Wizard
Health Immunization Summary	PLP Import Wizard
Quarter 4	PLP Documents Import Wizard
Quarter 1	LEP Import Wizard
Quarter 2	
Quarter 3	
IEP	
Special Ed Evaluation	
IEP Documents	
PLP	
PLP Documents	
LEP	
LEP Services	
LEP Accommodations	

*Released Records Message*

When an item in the Transfer Documents or Data Imports section is crossed out on the release page, it indicates that the student did not have any relevant records for that transfer type.

## Records Transfer Objects Table

The following table provides information on the *recordsTransfer* table.

The former district cannot preview or control which records are sent in the transfer. In addition, after a record is requested or released, it cannot be canceled.

Description	Transfer Objects
<b>Information about the specific transfer request</b>	<ul style="list-style-type: none"> <li>• transferID</li> <li>• transferGUID</li> <li>• state</li> <li>• status</li> </ul>
<b>Information about the district and user requesting the records</b>	<ul style="list-style-type: none"> <li>• requestDistrictID</li> <li>• requestStateLinked</li> <li>• requestDate</li> <li>• requestDistrictNumber</li> <li>• requestDistrictName</li> <li>• requestName</li> <li>• requestUserID</li> <li>• requestUserName</li> <li>• requestUserPhone</li> <li>• requestUserEmail</li> <li>• requestCertInfo</li> <li>• requestStateDistrictID</li> <li>• requestComments</li> </ul>
<b>Comparison of the student's state ID and person IDs at all levels (both districts and state)</b>	<ul style="list-style-type: none"> <li>• stateID</li> <li>• requestPersonID</li> <li>• statePersonID</li> <li>• releasePersonID</li> </ul>
<b>Basic student information</b>	<ul style="list-style-type: none"> <li>• studentLastName</li> <li>• studentFirstName</li> <li>• studentMiddleName</li> <li>• studentGender</li> <li>• studentBirthdate</li> <li>• studentSSN</li> <li>• studentGrade</li> <li>• studentStartDate</li> <li>• studentServiceType</li> </ul>
<b>Information about the district and user releasing the records</b>	<ul style="list-style-type: none"> <li>• releaseStateLinked</li> <li>• releaseDate</li> <li>• releaseDistrictNumber</li> <li>• releaseDistrictName</li> <li>• releaseName</li> <li>• releaseUserID</li> <li>• releaseUserName</li> <li>• releaseUserPhone</li> <li>• releaseUserEmail</li> <li>• releaseStateDistrictID</li> <li>• releaseComments</li> </ul>

The student records transferred when released	Transfer Student Record
<p>See the <a href="#">What is Transferred During a Student Records Transfer?</a> section for details.</p>	<ul style="list-style-type: none"> <li>• errorMessage</li> <li>• otherID</li> <li>• transcriptXML</li> <li>• transcriptFOP</li> <li>• censusXML</li> <li>• censusFOP</li> <li>• enrollmentXML</li> <li>• enrollmentFOP</li> <li>• scheduleXML</li> <li>• scheduleFOP</li> <li>• attendanceXML</li> <li>• attendanceFOP</li> <li>• assessmentXML</li> <li>• assessmentFOP</li> <li>• behaviorXML</li> <li>• behaviorFOP</li> <li>• healthConditionXML</li> <li>• healthConditionFOP</li> <li>• healthScreeningXML</li> <li>• healthScreeningFOP</li> <li>• healthImmunizationXML</li> <li>• healthImmunizationFOP</li> <li>• iepXML</li> <li>• iepDataXML</li> <li>• iepDocumentXML</li> <li>• iepMTXML</li> <li>• iepFOP</li> <li>• iepMTFOP</li> <li>• plpXML</li> <li>• plpDataXML</li> <li>• plpDocumentXML</li> <li>• plpFOP</li> <li>• plpEvaluationXML*</li> <li>• plpEvaluationDataXML*</li> <li>• plpEvaluationFOP</li> <li>• literacyDataXML</li> <li>• literacyDocumentXML</li> <li>• literacyXML</li> <li>• literacyFOP</li> <li>• evaluationXML</li> <li>• evaluationDataXML</li> <li>• evaluationFOP</li> <li>• reportCard1XML</li> <li>• reportCard1FOP</li> <li>• reportCard1Name</li> <li>• reportCard2XML</li> <li>• reportCard1FOP</li> </ul>

Description	Transfer Objects
	<ul style="list-style-type: none"> <li>• reportCard2Name</li> <li>• reportCard3XML</li> <li>• reportCard3FOP</li> <li>• reportCard3Name</li> <li>• reportCard4XML</li> <li>• reportCard4FOP</li> <li>• reportCard4Name</li> <li>• stateReportingXML</li> <li>• lepXML</li> <li>• lepFOP</li> <li>• lepServiceXML</li> <li>• lepServiceFOP</li> <li>• lepAccommodationXML</li> <li>• lepAccommodationFOP</li> </ul>
<p><b>Exchange information</b></p>	<ul style="list-style-type: none"> <li>• requestDistrictGUID</li> <li>• releaseDistrictGUID</li> </ul>

All items are not applicable to all states.