

Student Records Transfer: Transfer Documents

Last Modified on 04/21/2026 11:47 am CDT

This document lists all the types of data that can be sent for a student as downloadable PDF documents during the Student Records Transfer process.

Student Records Transfer [System Settings](#) > [Data Interchange Administration](#) > Student Records Transfer

Records Transfer Lastname, Firstname

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

Student:		Enrollment Type: Primary	
Last Name	Lastname	First Name	Firstname
Gender	M	Birthdate	09/07/2003
Grade	10	School	2019-20 SPARKSDALE Cooper Hig
		Start Date	09/03/2019
		Middle Name	SSN

Requesting District & User			
District	028999 SPARKSDALE SCHOOL DISTRICT	Name	System Administrator
Request Date	02/09/2026	Work Phone	
Comments	None.		
		Username	admin
		Email	

Releasing District & User			
District	Madison County Schools	Name	System Administrator
Release Date	02/09/2026	Work Phone	
Comments	None.		
		Username	admin
		Email	

Status: Records released to requesting district. Process Complete.

Transfer Documents

Transcript	MM Official Report Card - HS
Census Contact Summary	Q1 Progress Report
Extended Census Summary	Q2 Progress Report
Enrollment History	Q3 Progress Report
Schedule	IEP
Attendance Period Detail	Special Ed Evaluation
Assessment Summary	IEP Documents
Behavior Summary	PLP
FERPA	PLP Documents
Home School	Health Documents
Gifted Service	Counseling Documents
Gifted	English Learners (EL)
Health Condition Summary	EL Services

Core Data (Sent for All States)

These datasets generate for all states. The transfer document link appears as struck-through text in the UI if the student has no data for a given category.

[Demographics and Census](#) | [Enrollment and Scheduling](#) | [Attendance and Behavior](#) | [Assessment](#) | [Health](#) | [English Learners](#) | [Student Programs](#) | [Title-Funded Programs](#) | [Other Programs](#)

Demographics and Census

Transfer Document	Description
Census Contact Summary	Person demographics (name, gender, birthdate, SSN), race/ethnicity data (including Hispanic ethnicity and race/ethnicity determination method), and the full contact summary: guardians, emergency contacts, addresses, phone numbers, and relationships.
Extended Census Data	Additional identity-level data beyond the basic census summary. Includes language information, country of birth, and other extended identity fields. Returns empty if no extended data exists for the student.
FERPA	FERPA opt-out and consent records for the student.
Military Connections	Impact Aid Employment records for the student's guardians, including military branch, status, and duty station information. Also includes Impact Aid Site data.

Enrollment and Scheduling

Transfer Document	Description
Enrollment History	All enrollment records across all years: school year, school, grade, start/end dates, start/end status codes (from the releasing district's dictionary), end action, and service type. Local start/end status type IDs are stripped since they are meaningless to the receiving district. Future enrollments beyond the active end year are removed. Active and historical enrollments are sent separately.
Schedule	The student's current course schedule from the active calendar. Includes period model, section assignments, course names, terms, and teacher info. Format depends on the Report setup: list view, table-by-day, or table-by-term layout.
Transcript	Full transcript using the default transcript report configuration for the calendar. Includes course history, grades, credits, GPA, and diploma type. Format (grouped by term vs. year) depends on report setup. If no default transcript report is defined, the system default is used (with a warning to the releasing user).
Report Cards (up to 4)	Up to four report card configurations from the active calendar. Each includes grades by course or standard depending on the report type (standard-based or traditional).

Attendance and Behavior

Transfer Document	Description
Attendance Period Detail	Period-level attendance for the active calendar: each absence/tardy by date and period, period attendance counts, and section term summaries (course-level attendance totals). Includes all instructional periods with summaries by course, period, day, and term.
Behavior Summary	All behavior incidents across all years. Includes incident details, behavior roles (offender, victim, witness, etc.), resolutions (suspensions, expulsions, etc.), harassment types, drug involvement, and weapon involvement.

Assessment

Transfer Document	Description
Assessment Summary	All test scores across all assessments (hidden tests excluded). Includes test name, score values, test dates, and school context.

Health

Health Conditions	Health conditions (asthma, diabetes, allergies, seizures, etc.) with treatments, identity info, district info, active health staff list, census contact summary, and medical program participation records.
Health Screenings	Full screening records: vision, hearing, scoliosis, BMI, dental screenings, etc. Includes identity info, district info, census contact summary, and the screening dictionary for interpreting result codes.
Health Immunizations	Full immunization record: all configured vaccines, vaccine exemptions, immunization certificate data, and immunization compliance status. Includes shot dates, compliance status, exemption details, district info, and census contact summary.

English Learners

English Learners (EL/LEP)	The student's active LEP record including program status, district info, and person header. For cross-state transfers, the program status code is converted to the standard code so the receiving state can interpret it. The releasing district's internal tracking data (internal IDs, GUID, comments) is stripped before sending. <i>Not sent for FL non-BIE districts</i> (FL uses its own EL tracking).
EL Services	Active LEP record plus all LEP service records. Includes service codes and dates.
EL Accommodations	Active LEP record plus all LEP accommodation records. Includes accommodation codes and dates.

Student Programs

Gifted	Gifted identification records: school year, person info, identity, gifted records (identification area, date identified, etc.), district info, and person header.
Gifted Service	Gifted service records plus parent gifted records, district list, school year, person info, identity, and district info. Includes service type, dates, and provider info.
Homeless	Homeless records including homeless served status, nighttime residence, unaccompanied youth flag, and person header.
Homeless Service	Homeless service records plus parent homeless records, district list, school year list, school list, and calendar report title. Includes service details tied to homeless participation.
Foster Care	All foster care records for the student in the district, with district info and person header.
Migrant	All migrant records for the student. Uses a different report template for MO, NC, NJ, and NM states.
Migrant Service	Migrant service records plus parent migrant records, district list, school year list, school list, and calendar report title.
Section 504	Section 504 records with district list and person header. Generated for all states but only displayed in the UI for MT, SD, and NC.
Early Learning	Early learning program records with person header.
Career Readiness	Career readiness records with person header.
Career and Technical Education	CTE records with person header and program list by school scope.
Plan of Study	Plan of study records with person header and district info.
Preschool	Preschool program records with person header.
On Track	On-track indicator records with person header.
Home School	Home school records with person header.
Pregnant and Parenting	Pregnant and parenting program records with person header.
Support Environment	Support environment records (educational setting/placement info) with person header.
Early Education MN	Early education records with person header. Despite the "MN" name, this is generated for all states.

Early Targeted Interventions	Early intervention records with person header, school year list, calendar report title, and district list.
Dual Language Immersion	DLI program records plus DLI assessment records, with person header.

Title-Funded Programs

Title I	Title I records plus Title I Services (child records under each Title I entry), with person header, calendar report title, and district list.
Title I Part A	Title I Part A records with person header, school year list, calendar report title, and district list.
Title I Part D	Title I Part D records with person header, school year list, calendar report title, and district list.
Title III	Title III records with person header, calendar report title, and district list.
Title VI	Title VI records with person header, calendar report title, district list, and person contact/identity info relevant to Title VI.

Other Programs

21st CCLC	21st Century Community Learning Centers participation records with person header and calendar report title.
Alternative Education	Alternative education program records with person header, calendar report title, and district list.
At Risk	At-risk program records with person header, school year list, calendar report title, and district list.
Attendance Recovery	Attendance recovery records with person header, school year list, calendar report title, district list, and school list.
Attendance Recovery Service	Attendance recovery service records plus parent attendance recovery records, with person header, school year list, calendar report title, district list, and school list.
Summer Education	Summer education program records with person header, school year list, calendar report title, and district list.
District Residency	District residency records with person header, school year list, calendar report title, and district list.
Dropout	Dropout records with person header, school year list, calendar report title, district list, and school list.
Funded Program	Funded program records with person header.

Digital Equity	Digital equity records (device access, internet access info) with person header.
Crisis Event	Crisis event records with person header and district list.
Program Meeting	Program meeting records across all programs (meeting dates, attendees, notes) with person header, district list, and school list.
Extended Learning Opportunity (ELO)	ELO records with person header.
Special Ed State	State-specific special education data (e.g., special ed placement, disability category, and related state-level fields).
Enrollment State Helper (State Reporting)	State-specific enrollment fields such as state enrollment codes and state-specific status fields. Only populated for same-state transfers (returns nothing for cross-state transfers).

Special Education Documents (All States)

For each of the six Learner Planning modules (**Special Ed, PLP, ALP, Literacy, Health, Counseling**), the transfer gathers the following. The Health and Counseling modules only include uploaded documents (they skip plans, evals, PWNs, custom forms, and progress reports).

For in-state transfers, special ed documents are compressed before sending. For National Records Exchange (cross-state) transfers, documents are sent uncompressed because the receiving district may not have the update to decompress them.

IEP/Plan (Importable Data)	The most recent locked plan where the start date is on or before today and the end date has not passed. Sent as importable data (not just a PDF). Includes the full plan structure: goals, objectives, services, service providers, service positions, accommodations, and all plan-level fields. The receiving district can import this into their own plan structure via the IEP Import Wizard.
Plan PDFs (All Other Locked Plans)	All other locked plans beyond the one sent as importable data are converted to PDF and included as document files. Each PDF includes the plan name, ID, and modified date for tracking.
Evaluations (Importable Data)	The most recent locked evaluation, sent as importable data. Includes evaluation type, date, and full evaluation structure. The receiving district can import this via the Special Ed Evaluation Import Wizard. For KY, a KY-specific method is used to find the most recent evaluation.

Evaluation PDFs (All Other Locked Evals)	All other locked evaluations beyond the one sent as importable data are converted to PDF. Each includes the eval name, ID, and modified date.
Prior Written Notices (PWNs)	All locked PWNs for the student, converted to PDF. Includes notice type name, notice date, and modified timestamp. Ordered by notice date descending.
Plan Progress Reports	All progress reports tied to plans (Special Ed and ALP modules only), converted to PDF. Includes report date, progress report format name, and plan type name.
Custom Forms	All locked custom forms for the module, flattened to PDF.
Uploaded Documents	All uploaded document files for the module, sent as encoded file data. Includes the original file content, file name, date, and "stapled-to" references (links to the PWN, Plan, or Eval the document was attached to, so the receiving district can re-associate them).

State-Specific Data

[BIE \(Bureau of Indian Education\)](#) | [Delaware \(DE\)](#) | [Florida](#) | [Kentucky](#) | [Montana](#) | [Nevada](#) | [North Carolina](#) | [Ohio](#) | [South Dakota](#) | [Homeless Summary Display \(Multiple States\)](#)

BIE (Bureau of Indian Education)

BIE Foster Care	BIE-specific foster care records with person header, calendar report title, and district list. Only generated for BIE group districts.
NASIS	Native American Student Information System records including person header, district number, and district name. Only generated for BIE group districts.

Delaware (DE)

Person Documents (Cloud Files)	Documents from the Cloud Document Repository associated with the student. Each document includes a temporary download link (valid for 7 days) for the file content. Only generated for DE. The receiving district has a "Person Documents Import Wizard" to import these.
DE Secondary IEP	A DE-specific secondary IEP plan (transition-focused). The most recent locked plan with a current date range is sent as importable data. The receiving district has a "DE Secondary IEP Documents Import Wizard."
DE ISA / Supplementary Documents	DE-specific supplementary plan documents (ISA, Individual Twelve, Individual Seven plan types). The most recent locked plan with a current date range is sent as importable data. The receiving district has a "Supplementary Documents Import Wizard."

DE Meeting Invite	A DE-specific meeting invite evaluation document. The most recent locked evaluation is sent as importable data. The receiving district has a "DE Meeting Invite Import Wizard." This evaluation is excluded from the core evaluation data to avoid duplication.
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Florida

PLP Evaluation	A separate PLP-module evaluation, distinct from the core special ed evaluation. Only generated and displayed for FL. The receiving district has a "PLP Evaluation Import Wizard."
English Learners (EL) Exclusion	The core EL/LEP module (EL status, EL Services, EL Accommodations) is excluded from the transfer document list for FL non-BIE districts. FL uses its own EL tracking system.

Kentucky

KY has its own dedicated **State Reporting** dataset (separate from all other states) which includes:

- **KY Gifted Status** - Gifted status records organized by category (e.g., General Intellectual Aptitude, Specific Academic Aptitude, etc.). Sends the most recent record per category.
- **KY Transferred Attendance** - Attendance records that were previously transferred in from other districts. Excludes records from the requesting district's number to avoid double-counting.
- **KY Daily Attendance** - Daily attendance data in transfer mode.
- **Enrollment State Helper** - KY-specific enrollment fields.
- **District information** - Releasing district details.
- **Person data** - With enrollment information.

Gifted & Talented Documents	KY-specific gifted form documents (non-custom forms with KY gifted codes). These are the actual form PDFs, not just the gifted status data.
EL Documents	KY-specific English Learner documentation forms (non-custom).
Homeless Services Documents	Homeless service documentation forms (non-custom).
ILPA (ALP Plan & Documents)	The ALP (Advanced Learner Plan) is labeled "ILPA" in the KY UI. Both the ALP plan document and ALP uploaded documents are shown only for KY in the transfer documents list.
Supplemental School Year Program (ELO)	The ELO (Extended Learning Opportunity) data is displayed under the label "Supplemental School Year Program" specifically for KY in the transfer documents list.

Missing Student Police Flag	<p>On release, KY checks whether the student has been flagged as missing. If so, an alert is displayed: <i>"Kentucky State Police (KSP) have notified the school that this student is missing. The school must immediately report this records request to local law enforcement or KSP. Do not release records until KSP reports the student found."</i> The release is blocked until the flag is cleared.</p>
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Montana

CTE Participant Record	<p>CTE Concentrator records with person header and calendar report title. Only generated for MT.</p>
Instruction Mode	<p>Instruction mode records with person header and calendar report title. Only generated for MT.</p>
MT Supplemental IEP	<p>A separate special ed plan specific to MT (OMP and SOP plan types). The most recent locked plan with a current date range is sent as importable data, separate from the core IEP. The receiving district has a dedicated "MT Supplemental Documents Import Wizard" to import this data.</p>
Section 504 (UI display)	<p>Section 504 data is generated for all states, but the transfer document link is only shown in the UI for MT (also SD and NC).</p>

Nevada

Adult Ed	<p>Adult education records with person header, calendar report title, and district list. Only generated for NV.</p>
Homeless (NV-specific template)	<p>Homeless data is generated for all states, but NV uses a different report template than the standard one.</p>

North Carolina

Section 504 (UI display)	<p>Section 504 transfer document link is shown in the UI for NC (also MT and SD)</p>
Title 1 (UI display)	<p>The Title 1 link is hidden from the UI for NC if no data exists, rather than showing as struck-through.</p>

Ohio

Gifted Document Summary (OH)	<p>OH-specific gifted data including school year, person info, identity, OH gifted status records, and district info. Only generated if the student has OH gifted status records. Uses an OH-specific report template.</p>
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South Dakota

Section 504 (UI display)	Section 504 transfer document link is shown in the UI for SD (also MT and NC).
SD PPN Exclusion	The SD Prior Participation Notice plan type is excluded from the core IEP importable data for SD. These plans are still sent as PDFs but cannot be imported as structured data.

Homeless Summary Display (Multiple States)

Homeless Summary Display (UI display restriction)	The Homeless Summary transfer document link is only shown in the UI for: DE KY NC NV MT OH SD. Other states do not see this link (though the underlying data may still be generated).
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Cross-State Transfer Behavior

Cross-state transfers (National Records Exchange/NRE) have several behavioral differences from in-state transfers:

Enrollment Start/End Status Codes Stripped	When a transfer is cross-state, enrollment start and end status codes are removed from the enrollment data. These codes are state-specific and would not map to the receiving state's values.
State Reporting Data Excluded	The State Reporting dataset returns nothing for cross-state transfers (when the releasing state does not match the requesting state). This includes the Enrollment State Helper data and any state-specific reporting data (KY gifted status, KY transferred attendance, etc.).
LEP Program Status Standardized	For cross-state transfers, the LEP program status code is converted from the releasing district's local code to the standard code so the receiving state can interpret it correctly.
Assessment Import Disabled	The Assessment Import Wizard is not available for cross-state transfers. Assessment data can still be viewed as a PDF document but cannot be imported into the receiving district's assessment records.
Special Ed Documents Not Compressed	For NRE transfers, special ed documents (plans, evals, PWNs, etc.) are sent uncompressed rather than compressed. This is because the receiving district may not have the update to decompress them.

