

**Billings School District 2**

**STUDENTS**

Transfer of Student Records

The District will forward by mail or by electronic means a certified copy of a permanent or cumulative file of any student and a file of special education records of any student to a local educational agency or accredited school in which a student seeks to or intends to enroll within five (5) working days after receipt of a written or electronic request. The files to be forwarded must include education records in a permanent file—that is, name and address of a student, name of parent or legal guardian, date of birth, academic work completed, level of achievement (grades, standardized tests), immunization records, special education records, and any disciplinary actions taken against a student that are educationally related.

When the District cannot transfer records within five (5) days, the District will notify the requestor, in writing or electronically, and will provide reasons why the District is unable to comply with a five (5) day time period. The District also will include in that notice the date by which requested records will be transferred. The District will not refuse to transfer records because a student owes fines or fees.

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|--------------------------|---------|---------------------------------|
| <u>Cross References:</u> | 3520    | Student Fees, Fines and Charges |
|                          | 3600    | Student Records                 |
|                          | 3600-P1 | School Records Procedure        |
|                          | 3606-F1 | Records Certification           |

Legal References:     § 20-1-213, MCA     Transfer of school records

Policy History:

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|-----------------|--|
| First Reading:  | February 23, 2004 – Board of Trustees      |
| Second Reading: | June 14, 2004 – School/Community Committee |
| Third Reading:  | June 21, 2004 – Board of Trustees          |
| Adopted on:     | June 21, 2004                              |
| Effective on:   | July 1, 2004                               |
| Revised on:     |  |