

STUDENTS

Receiving and Transferring of Student Records

RECEIVING RECORDS

It is the responsibility of the principal, or designee, to review the records of all new Kennewick School District enrollees. Data, test scores, reports, or other material judged to be pertinent for inclusion in district cumulative folders shall be marked with the data received.

TRANSFERRING RECORDS

The data listed below is required for inclusion in cumulative records at the end of the year or when a student transfers to another school.

Within the District: (Records should be transferred within five (5) school days)

A. Cumulative Records:

1. Permanent Record Card (test score labels must be affixed).
2. Report Cards and/or Comment Sheets (any available copies) - Elementary schools.
Transcripts and Withdrawal Grades - Middle schools and high schools.
3. Health Record Card.
4. Certificate of Immunization Status Form (send original).
5. Other (if no other data is judged to be pertinent, i.e., refusal to retain form, etc.)
6. Letters of suspension, emergency expulsion, and expulsion.

B. Special Education Confidential Records:

Outside the District:

1. Special education records will be forwarded to school officials of another school, school system or institution of postsecondary education where the students seeks or intends to enroll when these institutions have requested these records.

A. Cumulative Records:

1. Permanent Record Card (test score labels must be affixed),.
2. Report Cards and/or Comment Sheets - Elementary schools.
Transcripts and Withdrawal Grades (keep **original**, send **copy**) - Middle

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- schools and high schools.
- 3. Health Card (keep **copy**, send **original**).
- 4. Certificate of Immunization Status Form (keep **copy**, send **original**) - Encourage hand carry.
- 5. Other (if other data is judged to be pertinent, i.e. reading tests, reading charts - elementary).

B. Special Education Confidential Records:

- 1. Parents are encouraged to maintain and hand carry a copy of their child's special education records.
- 2. Record components to be sent:
 - a. Current Individual Education Plan (IEP) (send **copy**, keep **original**).
 - b. Current Psychologist Report (send **copy**, keep **original**).
 - c. Current Multi-Disciplinary Team (MDT) Summary Analysis of Assessment Data Report (send **copy**, keep **original**).
 - d. Current Occupational Therapist (OT), Speech and Language Pathologist (SLP) and/or Vision Specialist Reports (send **copies**, keep **originals**).
 - e. Any supporting documentation that is a medical report cannot be transmitted. Third party records will only be transmitted if these are educational records from another school district.
- 3. The original special education master file is to be sent to the Special Services Department for storage after the necessary copies of records are forwarded to the new school.

Unclaimed Records

A. Regular Education

- 1. Maintain regular education files at the building.
- 2. File a notification in the regular education file folder if the special education file was forwarded to the Special Services Department.

B. Special Service

- 1. Special education files are to be sent to the Special Services Department for storage.

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