

1 **3606 STUDENTS**

2 Transfer of Student Records

3 A certified copy of the permanent or cumulative file of any student and the file containing special
4 education records of any student shall be forwarded by mail or electronically to a local educational agency
5 or accredited school in which the student seeks to or intends to enroll within five (5) working days after
6 receipt of a written or electronic request. The files that are forwarded must include education records in
7 the permanent file (as defined by the Board), special education records, and any existing disciplinary
8 actions taken against the student that are educationally related.

9 If the records cannot be transferred within five (5) days, the District shall notify the requestor, in writing
10 or electronically, providing the reasons why the District is unable to comply with the five (5) working day
11 time frame. The District shall also include in that notice the date by which the requested records will be
12 transferred. A request for the transfer of records shall not be refused because the student owes fines or
13 fees.

14 Cross Reference:

15 3413 Student Immunization

16 3520 Student Fees, Fines, and Charges

17 3600 - 3600P Student Records

18 3606F Records Certification

19 Legal Reference:

20 § 20-1-213, MCA Transfer of school records

21 Policy History:

22 Adopted on: July 1, 2000

23 Revised on: January 11, 2016