

Transfer of Records for Migratory Students Big Spring ISD

BSISD has procedures in place for the transfer of student records, especially crucial for migratory students who often move between districts. Here's a breakdown:

1. Parents will register their child at the appropriate campus.
 - Identification of migratory students
 - Parent completes the 'Family Survey'
 - If 'yes' is marked on question 1 and 'yes' to 2, 3, **or** 4, the form is emailed to Region 18 by Misty Henson for eligibility decision to the Migrant Education Program.
 - Region 18 will inform BSISD of eligibility

2. BSISD will Utilize the Texas Records Exchange (TREx) system for students transferring school districts within Texas
 - Process: The receiving school (where the student is transferring *to*) initiates a record request in TREx.
 - TREx sends the request to the previous school (where the student was last enrolled).
 - The previous school verifies the student's enrollment and transmits the record through TREx (or manually enters the data if not in their system).
 - Timeframe: Texas law requires districts to respond to a record request within 10 working days.

3. For students transferring into BSISD from out-of-state:
 - Campus registrar will contact the last school student was enrolled in requesting records.

4. **Importance for Migratory Students:** Timely record transfer is crucial for ensuring continuity of services and appropriate academic placement for migratory students who experience frequent transitions between schools.