

Missoula County Public Schools

Students 3606

#### Transfer of Student Records

A certified copy of the permanent or cumulative file of any student and the file containing special education records of any student shall be forwarded by mail or electronically to a local educational agency or accredited school in which the student seeks to or intends to enroll, within five (5) working days after receipt of a written or electronic request. The school shall retain a certified copy for the permanent record and send the original immunization records for the pupil to the school district to which the pupil transfers. The files that are forwarded must include education records in the permanent file (as defined by the Board), special education records, and any disciplinary actions taken against the student that are educationally related. If the records cannot be transferred within five (5) days, the District shall notify the requestor, in writing or electronically, providing the reasons why the District is unable to comply with the five-(5)-day time frame. The District shall also include in that notice the date by which the requested records will be transferred. A request for the transfer of records shall not be refused because the student owes fines or fees.

The District shall prepare a report by November 1 and March 1 of each year containing the name, last-known address, and dates of attendance of students between the ages of 16 and 19 and who are no longer enrolled in a school in the district and have not provided information regarding enrollment in a different school or program or achievement of a diploma or certificate. After preparing the report, the District shall provide written notice to the parents/guardians of these identified students (or to the student if he or she is 18 years of age or emancipated) that it intends to disclose the report to the Montana Youth Challenge Program Director and their right to object to this disclosure. If the District has not received a response from a parent or student after 30 days of providing the written notice, the District shall provide the report to the Montana Youth Challenge Program Director. Students otherwise excused from attendance because of a medical issue, enrollment/participation with an approved program, or excused by the District shall not be included in the report.

#### Cross Reference:

3600 - 3600P            Student Records

#### Legal Reference:

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

#### Policy History:

Adopted on: February 10, 2004

Minor revision presented at September 28, 2005 PN&P Committee meeting.

Approved on: October 11, 2005

Revised at PNP on October 26, 2011 and posted for public comment.

Approved on: December 13, 2011