

## **STUDENTS TRANSFERRING IN**

All schools in this district are required by Idaho law to request the records of a transfer student from the former school within fourteen (14) days of the student's enrollment.

Additionally, the parent/guardian of a student transferring from out-of-state to this district is required by Idaho law, if requested, to furnish the district accurate copies of the student's school records, including records containing information concerning violent or disruptive behavior or disciplinary action involving the student. This information will be contained in a sealed envelope, marked to indicate the confidential nature of the contents, and addressed to the principal or other administrative officer of the school.

Failure of the parent/guardian to furnish the required records, or failure to request of the administration of the previous school to provide the required records, will constitute adequate grounds to deny enrollment to the transferring student or to suspend or expel the student if already enrolled.

## **STUDENTS TRANSFERRING OUT**

Any school in this district receiving a request to transfer the records of a former student must forward the records to the student's new school within ten (10) days of receipt of the request for records. The only exception to the requirement to forward records relates to "flagged" records. A student's record is "flagged" by the school upon notification by law enforcement of a missing- or runaway-child report. If a "flagged" record is requested, the school must notify law enforcement of the request for the "flagged" record. A school can remove the "flag" from the record only upon notification by law enforcement of the return of the child.

When a school record contains information of violent or disruptive behavior or disciplinary action of a student, the information must be included in the transfer of student records. The disciplinary information must be transferred, following the time lines set forth above, by putting it in a sealed envelope marked confidential and addressed to the principal or other administrative officer.

In the event this district, or any school in the district, reports a crime committed by a student with a disability to law enforcement, copies of all special education and disciplinary records of the student must be transmitted for consideration by the appropriate authorities to whom the crime was reported.

No provisions exist for any school in this district to withhold a student's records until outstanding fines or fees are paid.



**LEGAL REFERENCE:**

Idaho Code Sections

33-209

33-603

18-4507, *et seq.*

IDEA Amendments of 1997, 20 USC Chapter 33, Section 1416(k)(5)(B)

**ADOPTED: August 10, 2005**

**REVIEWED: April 9, 2014**

**AMENDED:**