

1 **Bainville K-12 Schools**

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3 **STUDENTS**

3606

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5 Transfer of Student Records

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7 The District will forward by mail or by electronic means a certified copy of a permanent or  
8 cumulative file of any student and a file of special education records of any student to a local  
9 educational agency or accredited school in which a student seeks to or intends to enroll within  
10 five (5) working days after receipt of a written or electronic request. The files to be forwarded  
11 must include education records in a permanent file – that is, name and address of a student, name  
12 of parent or legal guardian, date of birth, academic work completed, level of achievement  
13 (grades, standardized tests), immunization records, special education records, and any  
14 disciplinary actions taken against a student that are educationally related.

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16 When the District cannot transfer records within five (5) days, the District will notify a requestor,  
17 in writing or electronically, and will provide reasons why the District is unable to comply with a  
18 five-(5)-day time period. The District also will include in that notice the date by which requested  
19 records will be transferred. The District will not refuse to transfer records because a student owes  
20 fines or fees.

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24 Cross Reference: 3413 Student Immunization  
25 3600 - 3600P Student Records

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27 Legal Reference: § 20-1-213, MCA Transfer of school records

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29 Policy History:

30 Adopted on: Spring 2004

31 Reviewed on: 2/25/08

32 Revised on: