

Records Transfer

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The **Records Transfer** tab is one part in the District to District records transfer process provided within Infinite Campus. This process provides a method to electronically share data between two districts with a common entity, such as state, region or governmental body.

In order for the records of a student to be transferred, the state (or common entity) must have a record of the student.

Records Transfer ☆

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[New State Transfer Request](#)

Request Date	Name	Status	Requesting District	Releasing District
03/27/2020	Student, Allie	request	COUNTY PUBLIC SCHOOLS	

Records Transfer Student, Allie #

This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

Student:

Last Name	Student	First Name	Allie	Middle Name	
Gender	F	Birthdate	06/08/2004	SSN	
Grade	10	School	19-20 High School	Start Date	03/24/2020

Enrollment Type: Primary

Requesting District & User

District	275 COUNTY PUBLIC SCHOOLS	Name	System Administrator	Username	admin
Request Date	03/27/2020	Work Phone		Email	
Comments	None.				

Status: Waiting for former district to release records.

Student Records Transfer

Information displayed on the student's Records Transfer tab is included at the transmitting district when a record is received in the [Records Transfer](#) tool.

Initiate a New State Transfer Request

Use this option to request the release of a transfer student's records. This is sent to the student's previous school.

1. Select the **New State Transfer Request** button. A Records Transfer for the student displays. Standard demographic information is listed that cannot be modified.
2. Enter any **Comments** to include with the transfer.
3. Click the **Submit Request** button. The request is sent.

The previous school receives a message in the administrator's [Process Alerts \(formerly Process Inbox\)](#) to release the student's records. Once that is done, the transfer district receives a message saying the records have been released.

Initiate a New National Transfer Request

Use this option to request student records from other Campus districts using [National Records Exchange](#) across the country.

1. Select the **New National Transfer Request** button. A District Locator editor displays.
2. Enter the **State** abbreviation of where the student records are. This is the only required field.
3. Enter the **District Name, City Name** of the district and the **Zip Code**, if known.
4. Click the **Search** button to find matching results. Select the District if it is the correct match. The request is sent.

The school receives a message in the administrator's [Process Alerts \(formerly Process Inbox\)](#) to release the student's records. Once that is done, the transfer district receives a message saying the records have been released.
