

National Records Exchange

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This tool is only available for Campus District Edition users.

Discussion

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The National Records Exchange (NRE) allows student records to be exchanged among Campus districts across the nation. The National Router contains a registry of Campus districts that are participating in the NRE process of requesting and releasing student records across or within state boundaries.

Any Campus district may participate in the NRE, including districts that are currently DIS-connected to a Campus State Edition.

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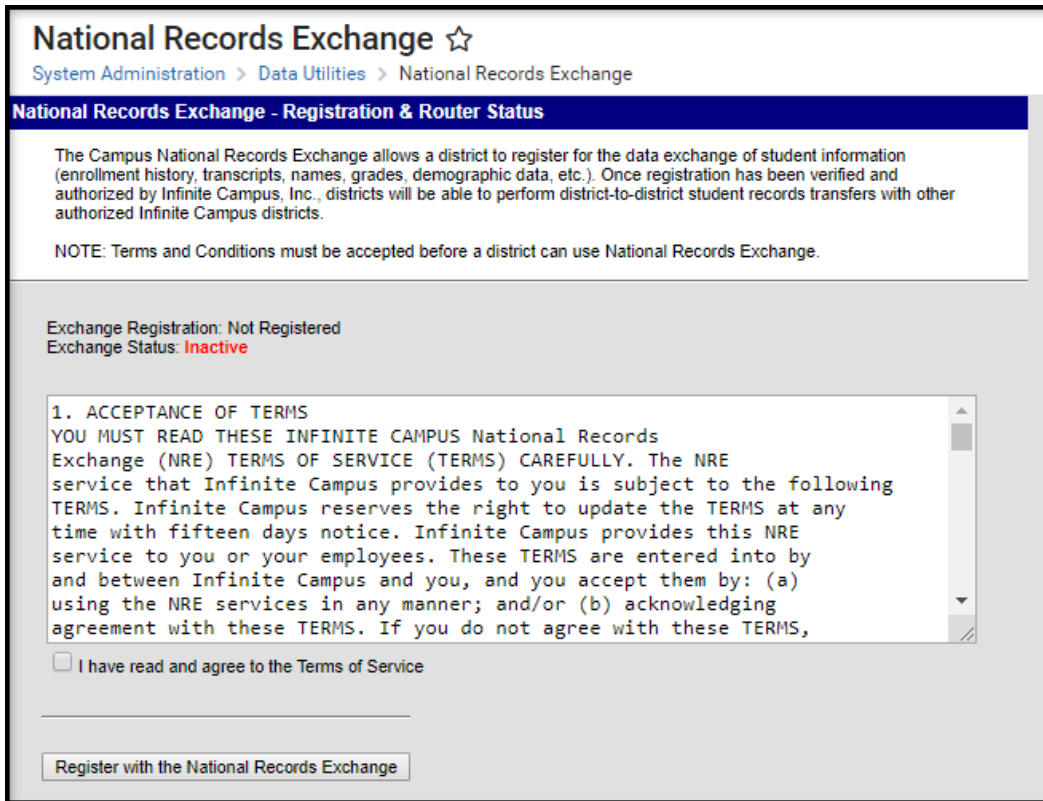


Image 1: National Records Exchange

Registration Process

The NRE registration process is performed through the National Records Exchange tool.

The following sections describe the NRE registration process:

Not Registered - Inactive

To register your district for the Campus National Records Exchange, read the Terms of Service, mark the **I have read and agree to the Terms of Service** checkbox (if you agree) and click the **Register with the National Records Exchange** button.

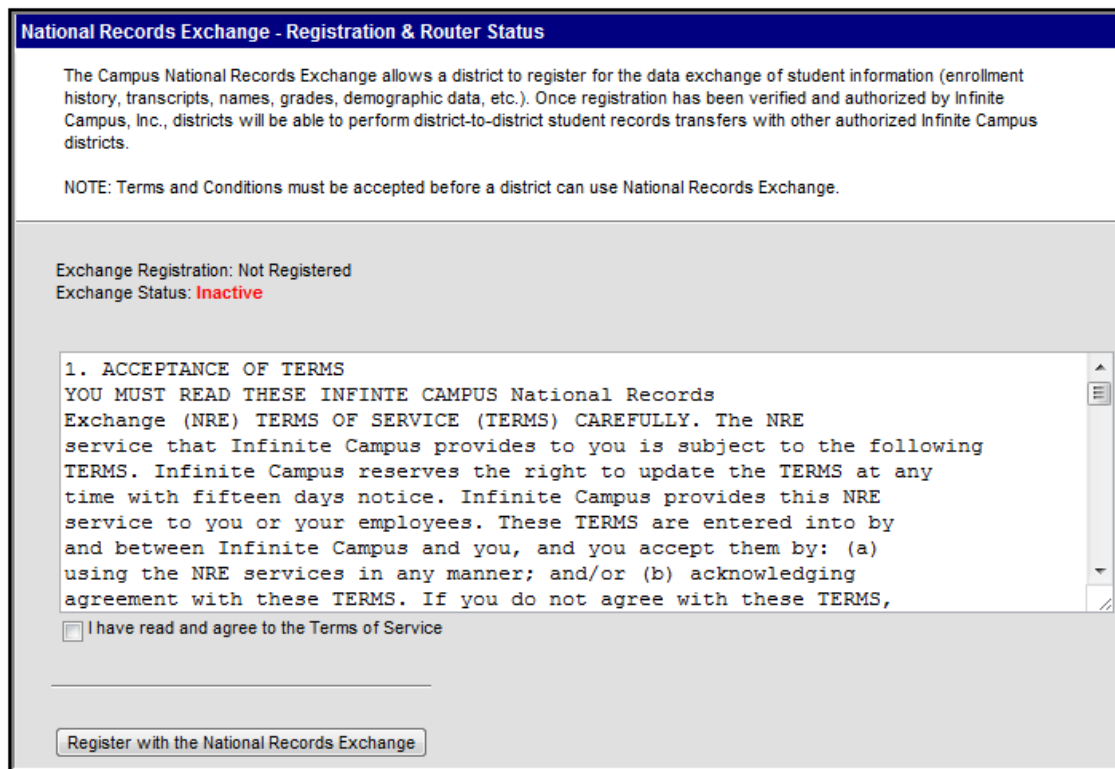


Image 2: Not Registered - Inactive

Once registration is complete, the **Exchange Registration** field will list the IP address and application name, the **Registered By** field will appear and list the user who initialized the registration process with a timestamp of when registration was requested and the **Exchange Status** field will display as "Active" (see Image 3).

When the registration is processing, a query is run on the district's census data, specifically on school addresses. Associated cities and zip codes will be bundled and sent to the National Router for district searching purposes.

Cities and zip codes that exist for only a small percentage of the district's student population (1% or less) are not sent to the Router. For example, this prevents a district in Maine from association with the city and zip code of a student's guardian who lives in Montana.

Registered - Active

When the [National Router](#) has received the request and authentication is complete, the **Exchange Status** will display as "Active." The **Exchange Registration** field will report the IP address and application name and the **Registered By** field will list the user who initiated the registration process and a timestamp of when this occurred.

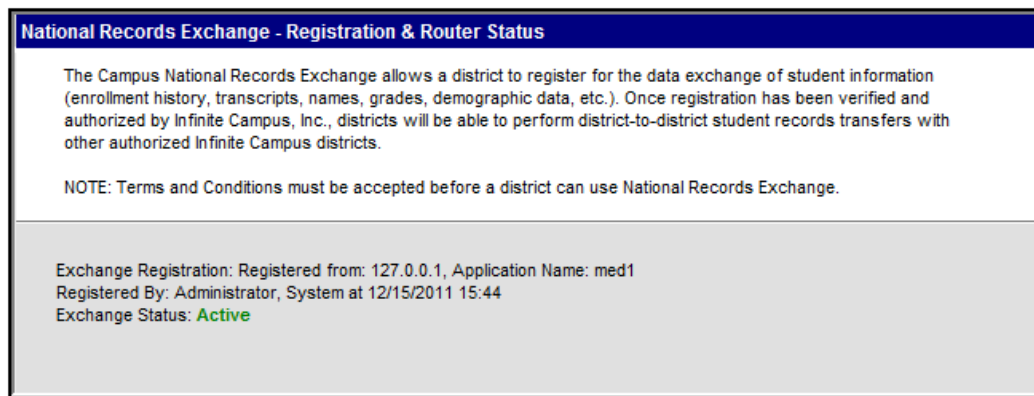


Image 3: Registered - Active

User Security Tool Rights

PATH: *System Administration > User Security > Users > Tool Rights*

Tool rights must be assigned to the individual(s) who will be releasing and requesting national records transfers.

The district system administrator and his/her backup (if applicable) should be the only users with rights to the National Records Exchange tool.

The following tool rights relate to the full process of the National Records Exchange:

Student Information Rights

- ***Student Information > General > Records Transfer*** - To request a records transfer, the user must be able to access the student's Records Transfer tab.
- ***Student Information > Allow Unfiltered Search*** - This allows unlimited searching.

System Administration Rights

- ***System Administration > Data Utilities > Student Records Transfer*** - This tool allows the user to view all historical records transfer requests sent and received by the district. This tool may be helpful for historical records (after Process Inbox messages have been deleted).
- ***System Administration > Data Utilities > Student Records Transfer > Notify Process Inbox*** - This tool allows the user access to the main page for monitoring the status of all records transfer requests. This includes request messages entering and exiting the district.
- ***System Administration > Data Utilities > Student Records Transfer sub-rights*** - The sub-rights in the records transfer area specify a user's ability to access specific types of data/import wizards when made available through a released records transfer.
- ***System Administration > Data Utilities > National Records Exchange*** - This allows user access to the NRE registration page for requesting participation and checking the active

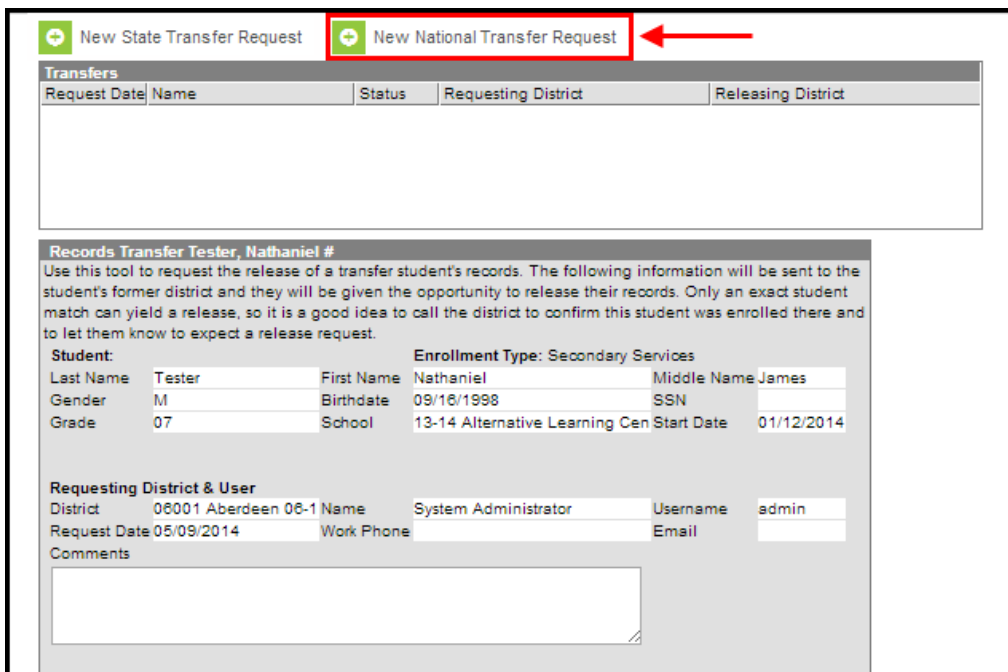
status, as necessary.

Initiating a New National Records Transfer

PATH: *Student Information > General > Student Records Transfer; Campus Instruction > Students App > Records Transfer*

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.



The screenshot shows the 'New State Transfer Request' and 'New National Transfer Request' buttons at the top. The 'New National Transfer Request' button is highlighted with a red box and a red arrow. Below the buttons is a table titled 'Transfers' with columns for Request Date, Name, Status, Requesting District, and Releasing District. Below the table is a section titled 'Records Transfer Tester, Nathaniel #' with a description of the tool. Below the description is a form for entering student information, including Last Name, First Name, Middle Name, Gender, Birthdate, SSN, Grade, School, and Start Date. Below the student information is a section for 'Requesting District & User' with fields for District, Name, Username, Request Date, Work Phone, and Email. There is also a 'Comments' field at the bottom.

To Initiate a New National Records Transfer

Both the requesting district and releasing district must be using Campus and have National Records Exchange functionality enabled in order for this process to work properly.

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 will be sent.

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

Import Wizards

See the [Data Import Wizards](#) section of the Student Records Transfer article for more information.

National Router

The National Router is a server that Campus hosts and maintains. The router is a special-purpose version of the Campus application that maintains a master list of participating district agents. The router acts as a directory service: it locates the district from which a records transfer is requested and provides a secure channel through which those records may travel to the destination district.

National Router Agent

PATH: *System Administration > Data Interchange > Agents*

Once a district has elected to participate in the NRE and has completed the proper registration procedures, a CampusRouter agent will appear on the agent list of the district, representing the agent dedicated to NRE data transfers. This agent communicates with the Campus agent (which represents the district student data).

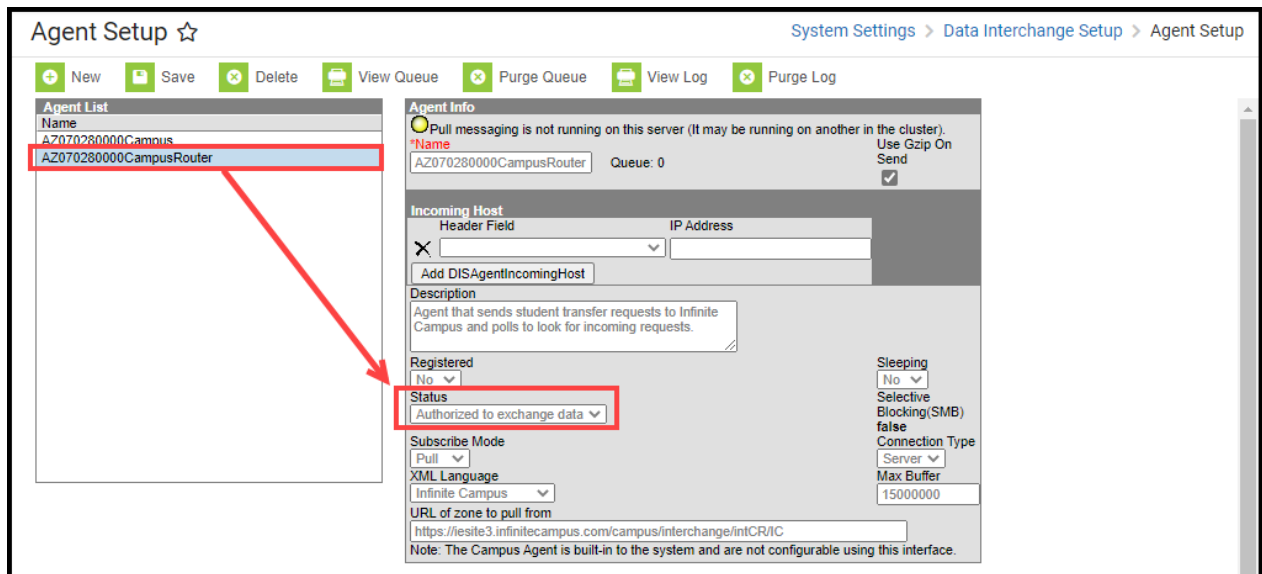


Image 4: Agents

The CampusRouter is the National Router Agent, which cannot be configured through the Agent tool but is available for viewing.

Router Zone

PATH: *System Administration > Data Interchange > Zones*

The Campus (National Router) agent communicates exclusively with the district’s main Campus agent within a zone named NationalRouter that is scoped to allow exchange of data in All Schools and All Years.

The zone will NOT be available for configuration by the district.

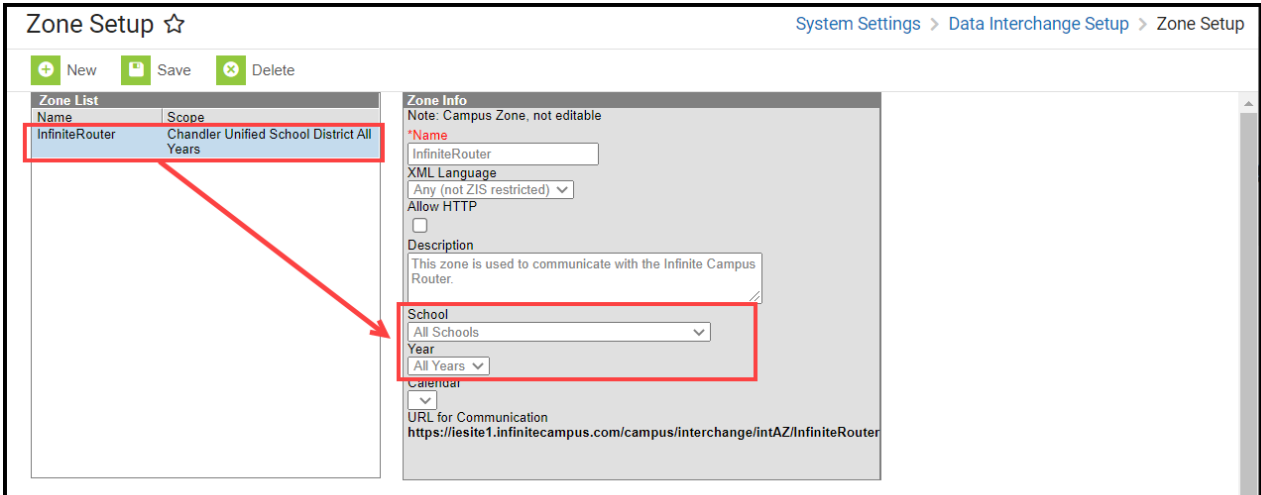


Image 5: Zones

Router Data Access Rights

PATH: *System Administration > Data Interchange > Data Access Rights*

To the user, no data access rights or agents are visible on the Data Access Rights tool. The Router automatically sets the necessary data access rights in the InfiniteRouter zone. Users cannot modify them.

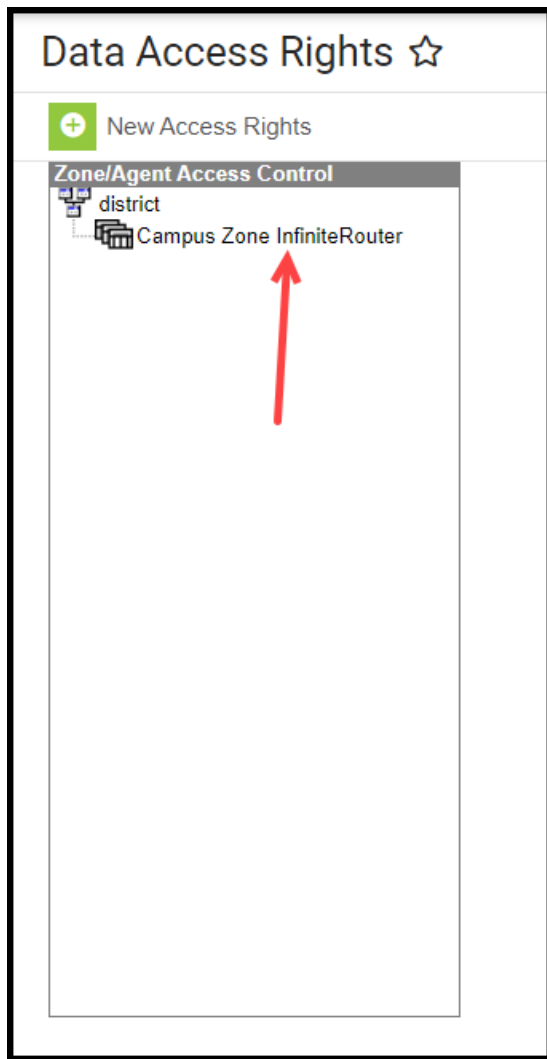


Image 6: Data Access Rights

NRE Withdrawal Process

If a district wishes to revoke its participation in the NRE process, it should contact its Campus client executive.

National records exchanges will no longer occur when NRE has been disabled.

All NRE functionality will be removed; that is, the district will not be able to request or respond to national records transfers.

Terms of Service

Below is the National Records Exchange terms of service.

1. ACCEPTANCE OF TERMS

YOU MUST READ THESE INFINITE CAMPUS National Records Exchange (NRE) TERMS OF SERVICE (TERMS) CAREFULLY. The NRE service that Infinite Campus provides to you is subject to the following TERMS. Infinite Campus reserves the right to update the TERMS at any time with fifteen days notice. Infinite Campus provides this NRE service to you or your employees. These TERMS are entered into by and between Infinite Campus and you, and you accept them by: (a) using the NRE services in any manner; and/or (b) acknowledging agreement with these TERMS. If you do not agree with these TERMS, you must DECLINE and may not use this service. Your registration for, or use of, the NRE service shall be deemed to be your agreement to abide by these TERMS.

2. LICENSE AND RESTRICTIONS

License to use the Infinite Campus Products are defined in your Infinite Campus End User License Agreement. These TERMS OF SERVICE do not alter that agreement; however, Infinite Campus does not make any assurances with regard to the accuracy of the results or output that derives from the use of the NRE.

3. USER OBLIGATIONS AND RESPONSIBILITIES

In consideration for use of the NRE, you agree to: (a) provide accurate, current, and complete information about you and your organization as may be prompted by the system; (b) maintain the security of your system's user rights, passwords and credentials. You are solely responsible for any and all activities that occur under your accounts and ensuring that you log-off from your account at the end of each session of use. You shall notify Infinite Campus immediately of any unauthorized use of your password or account or any other breach of security that is known or suspected by you. Infinite Campus is not responsible for any: (a) unauthorized access to or alteration of your transmissions or data or any material, information or data sent or received; (b) any transactions entered into through the NRE; or (c) any failure by you to abide by these TERMS. You are entirely responsible for all NRE transactions that include unauthorized disclosure of personal student information. You agree to abide by all applicable local, state, national, and regulations in connection with the use of the NRE. You also agree not to use the NRE for any purpose other than its intended purpose.

4. DISCLAIMER OF WARRANTIES

YOUR USE OF THE NRE SERVICE IS AT YOUR SOLE RISK UNLESS OTHERWISE EXPLICITLY STATED. THE NRE SERVICE, IS PROVIDED ON AN AS IS, AS AVAILABLE, AND WITH ALL FAULTS BASIS. INFINITE CAMPUS DISCLAIMS ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES OF ANY KIND, INCLUDING ANY IMPLIED WARRANTY OR CONDITION OR MERCHANTABILITY, SATISFACTORY QUALITY, OR FITNESS FOR A PARTICULAR PURPOSE. INFINITE CAMPUS MAKES NO REPRESENTATIONS, WARRANTIES, CONDITIONS OR GUARANTEES AS TO THE USEFULNESS, QUALITY, SUITABILITY, TRUTH, ACCURACY OR COMPLETENESS OF THE NRE SERVICE. INFINITE CAMPUS MAKES NO WARRANTY OR REPRESENTATION THAT: (a) THE NRE SERVICE WILL BE UNINTERRUPTED, TIMELY, OR ERROR-FREE; (b) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE NRE SERVICE WILL BE ACCURATE OR RELIABLE; (c) ANY ERRORS IN THE NRE SERVICE WILL BE CORRECTED.

5. GENERAL TERMS

You are subject to additional terms and conditions when you use Infinite Campus Products as defined in the Infinite Campus End User License Agreement. Rights and obligations under the TERMS which by their nature should survive will remain in full effect after termination or expiration of the TERMS. Transcript Transfer Procedures

6. DESCRIPTION OF SERVICE

Infinite Campus, Inc. offers school districts the ability to send student academic records to other Infinite Campus districts in a secure, encrypted environment. The environment is compliant with FERPA and HIPAA and allows district authorized personnel to send student records to other participating Infinite Campus member districts. This data can include transcript, enrollment, assessment, health, special education, schedules, report cards, census, behavior, and attendance data.