

## TRANSFER OF STUDENT RECORDS

The records of students entering and leaving schools within the Bonneville Joint School District No. 93 shall be requested and forwarded pursuant to Idaho Code.

### Guidelines

#### Receiving School

Within fourteen (14) days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of his/her record and exercise due diligence in obtaining the copy of the record requested.

#### Forwarding School

1. 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 ten (10) days after receipt of a written or electronic request.
2. The files that are forwarded must include information concerning violent or disruptive behavior or disciplinary action; however, such information shall be contained in a sealed envelope, marked as "confidential" and addressed to the principal or other administrator of the receiving school.

Adopted 06-08-2005

Reviewed 3-11-2020

Revised

Cross Reference: Student Records #3600

Legal Reference: Idaho Code §18-4511 School Duties—Records of Missing Child—  
Identification upon Enrollment—Transfer of Student Records  
Idaho Code §33-209 Transfer of school records - Duties