



STUDENT RECORDS ADVISORY COMMITTEE

STUDENT FOLDER TRANSFER GUIDELINES



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Transferring Files within the District

IMPORTANT NOTES:

- Student folders are protected by the Federal Educational Rights and Privacy Act (FERPA) and contain CONFIDENTIAL documents. They must be in a secure location at all times and can only be transported by approved district courier or campus administrator.
- Ensure that you have purged and completed all necessary filing before transferring the folders to the new campus, see instruction for Sending Campus, No. 1. Use Confidential Student Cumulative Folder Checklist, Form # 769-014.1 (PK-8th grade) and 769-014.2 (HS).
- Administrator, Principal's Secretary, Records Clerk, DP Clerk and/or Registrar may accept delivery from warehouse staff and sign the work order request and Form 769-017 Confidential Records Transfer Form (previous Form 701-017) to acknowledge receipt and further document chain of custody.
- Records are to be picked up and delivered in a designated and secure area near the Principal's secretary work station and not in the same location as inter-office mail.



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Transfer Period	New School Year	No Shows	Requested
Deadline	By end of first 3-weeks of school starting	Before the end of the first six-weeks	Within 10 business days
Report Location	Cognos Reporting – Registration – Record Exchange Reports		Receiving Campus sends request
Sending Campus	Generate report from eSchoolPlus; RER0003 Sending Transfer Report <ul style="list-style-type: none"> • Check off folder names on RER0003 report • Obtain Administrator’s Signature confirming sending of folders 	Generate report from eSchoolPlus; RER0002 No Show Withdraw List <ul style="list-style-type: none"> • Check off folder names on RER0002 report • Obtain Administrator’s Signature confirming sending of folders 	Receive Records Request from another Irving ISD campus <ul style="list-style-type: none"> • Print Request/List of Folders • Obtain Administrator’s Signature confirming sending of folders on request
Receiving Campus	Generate report from eSchoolPlus; RER0004 Receiving Transfer Report <ul style="list-style-type: none"> • Check off each folder received against RER0004 report • Pull folders that are not on the list to confirm where they should be transferred, annotate the receipt of this folder at the bottom of your RER0004 Report • If on the list, but folder not received, do not check off and make note on RER0004 and notify Sending Campus • Obtain Administrator’s Signature confirming receipt of folders 	Generate report from eSchoolPlus; RER0002 No Show Withdraw List <ul style="list-style-type: none"> • Check off folder names on RER0002 report • Obtain Administrator’s Signature confirming receipt of folders 	Print Records Request <ul style="list-style-type: none"> • Check off folder names • Obtain Administrator’s Signature confirming receipt of folders on request

Sending Campus



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- 1. Prepare Confidential Student Cumulative Folder
 - o Organize and purge folders
 - o Attach grade and testing stickers
 - o File test scores
 - o Ensure all special program folder are included
 - o Arrange files in alphabetical order
- 2. Send records by provided deadline and use appropriate report/list as provided above
- 3. Pack, seal and label folders in banker's box(es)/envelope(s) by campus
- 4. Complete and sign Form #769-017 (this form can be ordered from the Print Shop)
- 5. Submit a School Dude Work Order, craft Records Management (see page 5)
- 6. Attach a copy of report/list to Form #769-017 for receiving campus and send with the box(es)/envelope(s)

Receiving Campus:

- 1. Secure delivery and alert the appropriate staff that the records have been received
- 2. Sign Form #769-017 confirming courier delivery
- 3. Use appropriate report/list as provided above to receive records
- 4. Scan a completed/signed copy of report/list and completed Form #769-017; send to the Student Records Specialist
- 5. Return a copy of report/list and completed Form #769-017 to the sending school

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Transferring Confidential Student Records

DO NOT SEND VIA DISTRICT MAIL



Work Request

Welcome Irving ISD Work Order Request Page
To submit your request complete the following form.

Step 1 Please be yourself, click [here](#) if you are not Rosa Miranda Smith

First Name Rosa	Last Name Miranda Smith	Email rmirandasmith@irvingisd.net
Phone <input checked="" type="checkbox"/> 5139	Pager	Mobile Phone

Step 2 **Location**
 -- Select Location --
Building
 -- Select Building --
Area
 -- Select Area --

Area/Room Number

Yes, remember my area entries for my next new request entry.

Step 3 **Select Problem Type:**

Maintenance Help Desk:
 Click [here](#) for Maintenance Emergency Contacts
 Click on the problem type below that best describes your issue.

Audio/Visual	Boiler	Carpentry	Construction
Custodial	Custodial Equipment Repair	Delivery	Document Management
Electrical	Electronic Door Access	Elevators	Energy Management System
Equipment Maintenance	Filters	Fire Alarm System	Food Services
General Maintenance	Glass/Window Repairs	Grounds	Grounds Equipment Repair
Heating/Ventilation /Air Conditioning	Indoor Air Quality	Key and Lock	Kitchen Equipment
Operations	P/A System	Painting	Pest Control
Plumbing	Records Management	Risk Management	Roof
Security	Security Camera	Sprinkler System	Supplies
Surplus	Telephone Service	Training	Utilities
Vehicle Maintenance	Warehouse		