

# 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 always be in a secure location 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-8<sup>th</sup> 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 workstation and not in the same location as inter-office mail.

Transfer Period	New School Year	No Shows	Requested
<b>Deadline</b>	<b>By end of first 3-weeks of school starting (Sept. 1, 2023)</b>	<b>Before the end of the first six-weeks (Sept. 22, 2023)</b>	<b>Within 10 business days</b>
<b>Report Location</b>	Cognos Reporting – Registration – Record Exchange Reports		Receiving Campus sends request
<b>Sending Campus</b>	Generate report from eSchoolPlus; RER0003 Sending Transfer Report <ul style="list-style-type: none"> <li>• Check off folder names on RER0003 report</li> <li>• Obtain Administrator’s Signature confirming sending of folders</li> </ul>	Generate report from eSchoolPlus; RER0002 No Show Withdraw List <ul style="list-style-type: none"> <li>• Check off folder names on RER0002 report</li> <li>• Obtain Administrator’s Signature confirming sending of folders</li> </ul>	Receive Records Request from another Irving ISD campus <ul style="list-style-type: none"> <li>• Print Request/List of Folders</li> <li>• Obtain Administrator’s Signature confirming sending of folders on request</li> </ul>
<b>Receiving Campus</b>	Generate report from eSchoolPlus; RER0004 Receiving Transfer Report <ul style="list-style-type: none"> <li>• Check off each folder received against RER0004 report</li> <li>• 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</li> <li>• If on the list, but folder not received, do not check off and make note on RER0004 and notify Sending Campus</li> <li>• Obtain Administrator’s Signature confirming receipt of folders</li> </ul>	Generate report from eSchoolPlus; RER0002 No Show Withdraw List <ul style="list-style-type: none"> <li>• Check off folder names on RER0002 report</li> <li>• Obtain Administrator’s Signature confirming receipt of folders</li> </ul>	Print Records Request <ul style="list-style-type: none"> <li>• Check off folder names</li> <li>• Obtain Administrator’s Signature confirming receipt of folders on request</li> </ul>

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## Sending Campus

- 1. Prepare Confidential Student Cumulative Folder
  - Organize and purge folders
  - Attach grade and testing stickers
  - File test scores
  - Ensure all special program folder are included
  - 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 Internal Delivery (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. Return a copy of report/list and completed Form #769-017 to the sending school

# Transferring Confidential Student Records

**\*DO NOT SEND VIA DISTRICT MAIL\***



**Work Request**

Welcome Irving ISD Facilities Work Order Request  
To submit your request, complete the following form. Technology Work Orders are submitted through district email at techsupport@irvingsisd.net or online at <https://techsupport.irvingsisd.net>.

**Step 1 Please be yourself, click here if you are not Loida Ortega**

**First Name**  **Last Name**  **Email**

**Phone**   **Pager**  **Mobile Phone**

**Step 2 Location**

**Location**

**Building**

**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	Graffiti	Grounds
Grounds Equipment Repair	Heating/Ventilation / Air Conditioning	Indoor Air Quality	Inspections
Internal Delivery	Key and Lock	Kitchen Equipment	Locksmith
Operations	P/A System	Painting	Pest Control
Plumbing	Records Management	Risk Management	Roof

