

**STUDENT TRANSFER & WITHDRAWAL RECORDS**

To ensure uniformity, the Principal shall establish procedures for student transfers and withdrawals and for requesting and forwarding student records.

1. The procedures must be consistent with district policy regarding student records and must conform to all applicable state and federal laws, including the Federal Education Rights and Privacy Act, the Individuals with Disabilities Education Act, and the Compact on Educational Opportunity for Military Children.
2. If a student transfers or withdraws from this district, the student’s parents may not be provided with official educational records.

Student transfers and withdrawals must be handled through the principal's office.

A student’s entire record or a copy thereof shall be transferred upon request to the school in which the student intends to enroll when:

1. A student transfers from one school district to another school district within the system,
2. A student transfers between a public and private school within the District, or,
3. A student is re-entering from outside the system and has at one time attended a school within the system. Previously enrolled records shall be combined with the records from the school in which the student intends to enroll.

If the parent of a student transferring into the district is unable to produce identifying information, as required by law for enrollment and if the District is unable to obtain appropriate records from the district in which the student was previously enrolled, by the deadline in law, the District shall notify the Bureau of Criminal Investigation and local law enforcement that proof of identity has not been presented.

---

Complementing NDSBA Templates (may contain items not adopted by the Board)

- FACA, Placement & Adjustment of Transfer Students
- FACB-E, Student Residency Verification Form
- FACB-E2, Student Residency Checklist
- FGA, Student Education Records
- FGA-BR, Student Education Records Access & Amendment Procedure
- FGAA, Student Counseling & Guidance Records & Confidentiality

**End of Apple Creek School District Policy FACB.....Adopted: June 12, 2017**