

STUDENT TRANSFERS AND WITHDRAWALS RECORDS

All transfers and withdrawals are handled through the principal's office. Students transferring into the District will be required to present proof of identity.

For students entering from other school districts, transcripts shall be requested from the school previously attended. Records are transferred when students move from one school to another within our system. Should a student enter from a school outside our system who has at one time attended within the Dickinson Public School system, his/her old records shall be combined with records received from the district where the student was previously enrolled.

Transfers between public and private schools within the District are handled in the same manner as out-of-district transfers in regard to the transfer of records.

The Superintendent shall establish procedures for transfer and withdrawal of student records to ensure uniformity. The procedure shall be consistent with district policy on student records and shall conform to all applicable state and federal laws, including the Federal Education Rights and Privacy Act, Individuals with Disabilities Education Act, and the Compact on Educational Opportunity for Military Children. ~~If a student transfers or withdraws from this district, the student's parents may not be provided with official educational records.~~

If a parent/guardian is unable to produce identifying information required by law for enrollment and if the District is unable to obtain appropriate school records from the student's previous district by the deadline in law, **notify the Bureau of Criminal Investigation and local law enforcement that proof of identity has not been presented the District shall follow missing child reporting requirements in law.**

Complementary Documents

- FACB-E, Student Residency Verification
- FACB-AR, Transfers and Withdrawals Records Regulation
- FGA, Student Education Records
- FGA-BR, Student Education Records Access & Amendment Process

End of Dickinson School District #1 Policy FACB Amended: 12/12/11