

Data Standard Student Records Transfer

Rev. 7/3/2023

Ownership and History

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Revision history (*prior history at end of document*)

July 2023

Updated for the 2023-24 school year.

July 2022

Updated screen shots.

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Updated data stewards and training links.

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Overview

Description

To provide instruction on transferring student records from one district to another using Infinite Campus.

| Definitions | |
|-----------------|---|
| Former District | District from which student is transferring; student was previously enrolled in this district |
| New District | District to which student is transferring ; student is enrolling in this district |

ITEMS TO NOTE:

- Student identification - Identifying and tracking students as they transfer from one district to another is important for tracking student progress and ensuring students receive appropriate services as soon as possible at new school.
- Student Records Transfer - The student locator function allows Kentucky school districts to transfer educational records for Kentucky students. This helps teachers see the student’s prior academic background to better meet the student’s educational needs.
- Prevents Duplicate Students – Failure to link prior education records to a new enrollment creates duplicate students in Infinite Campus. Fixing these duplicates is much more difficult than setting the student up correctly initially; there can also be costs associated with data clean-up.
- KRS 199.802 ([HB312 - 2020](#)) set expectations for foster student records. The new school shall immediately request the records of the child from the former (previous) school. The former school must release records by the end of the working day on the day of receipt of request. If the record provided to the new school is incomplete, the former (previous) school shall provide the completed record within three days of original request. Districts can utilize the [Student Records Transfer report](#) to monitor timelines.
- Partial/Secondary and No Show enrollments will not transfer.
- The National Records Exchange will only import basic demographic information, NOT state specific data. State-specific data such as Gifted & Talented records will not be included through National Records Exchange.
- **Running the import wizard multiple times for a student can result in duplicate records.**
- **Students transferring from home school (R20) or nonpublic school (R21) for the first time will require a manual records request and will need to be set up as a new student in Campus.**

Regulation citation(s)

- KRS 199.802, 704 KAR 3:285, KRS 159.170, 702 KAR 7:125, 704 KAR 7:090, OAG 82-44

Data use

- Student services

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- National Reporting
- Federal Reporting
- State Reporting
- School District Funding
- Data sharing between systems: [Kentucky Longitudinal Data System](#)

Related ad-hoc filters and reports

- [Student Records Transfer](#)

Training

[Campus Community Knowledge Base](#) (search “student records transfer” for all resources)

- [Records Transfer articles and videos](#)
- [KY SRT Special Education Process](#)

Other Resources

[Data Standards](#)

[Student Records Transfer report Quick Reference Card](#)

[Infinite Campus Student Records Transfer Documentation](#)

Section A – Student Records Transfer

Classic View: Student Information | Student Locator

Search Terms: Student Locator

REQUESTING RECORDS – At the time the new (receiving) school enrolls a student, a records transfer should be initiated through the student records transfer process.

1. Look for the student in the Student Locator [Student Information | Student Locator | Enter last name, first name, gender, and Birth Date], Click Search

NOTE: The new district should always use Infinite Campus to request student records for any student that transfers from another Kentucky school district at the time of enrollment. This includes students with previous enrollments in the district. The Records Transfer screen will not automatically populate when attempting to enroll a student who was previously enrolled in the New District. If the Student Records Transfer screen does not appear, manually request the student’s records. (See **Manual Records Request** below).

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| Name | State ID | Gender | Birth Date | % |
|-----------------|------------|--------|------------|---|
| Potter, Harry J | 1949324881 | M | 08/16/2001 | |

2. Select the appropriate student; if you hover over student's name, you will see the student's most recent enrollment in the state.
3. Required fields should populate from the student's previous enrollment record
 - a) **Last Name**
 - b) **First Name**
 - c) **Gender**
 - d) **Birth Date**
 - e) **Race/Ethnicity:** Select student's race from drop list
 - f) **Calendar** will default to School Year and School selected
 - g) **Schedule:** Select appropriate schedule
 - h) **Grade:** Select student's current grade
 - i) **Start Date:** Enter date student enrolls in your school (first day of attendance)
 - j) **Start Status:** Select the appropriate transfer status
 - k) **Start Comments:** Type note naming prior school (Optional)
 - l) **Service Type:** Select appropriate Service Type from drop list
4. Click **Save**. Student Records Transfer will show former district enrollment information.
5. Click **Submit Request**

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| | | | | | |
|-----------------|--------|---------------------------------|------------------------------|-------------|------------|
| Student: | | Enrollment Type: Primary | | | |
| Last Name | Potter | First Name | Harry | Middle Name | J |
| Gender | M | Birthdate | 08/16/2001 | SSN | |
| Grade | 10 | School | 16-17 [REDACTED] High School | Start Date | 08/19/2016 |

| | | | | | |
|---|-----------------------|------------|----------------------|----------|--|
| Requesting District & User | | | | | |
| District | 301 [REDACTED] County | Name | System Administrator | Username | KDEadmin |
| Request Date | 08/19/2016 | Work Phone | | Email | administrator@knox.kyschools.us |
| Comments | | | | | |
| <div style="border: 1px solid #ccc; height: 30px;"></div> | | | | | |

Status will then appear on screen

Status: Waiting for former district to release records.

The new district's Process Inbox and the student's Records Transfer tab will both display a waiting status until the former district responds. At this stage of the transfer, the new district will not be able to identify which district the student previously attended based only on the information in the Process Inbox.

Manual Records Request- if not initiated through the enrollment process and the student's previous enrollment was in another Kentucky school district, a manual request should be initiated to ensure all student records are available.

Search for the student, then go to Student Information / General / Records Transfer tab. Click **New State Transfer Request** then click **Submit Request**.



RELEASING RECORDS – The former schools (or districts, if centralized) must have a process in place to review and release records daily upon receipt of process inbox requests.

1. The records transfer request notice is received directly in the Process Inbox.

Process Alerts

Date Range to Display All Processes

| | | Process | Name | Posted Date | Due Date |
|--------------------------|--|------------------|--|-------------|----------|
| <input type="checkbox"/> | | Records Transfer | Request for you to release: Potter, Harry [REDACTED] | 08/19/2016 | |

2. The Records Transfer release process is started:

- a. Select the link ([Request for you to release: Student's Name](#))
- b. **Verify correct student and ensure student records are ready for transfer**

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- c. **End-date the enrollment of the student before releasing the records.** This must be done for attendance data to transfer and all other transfer functionality to work correctly.
- d. Any completed IEP must be locked by the former district before release.
- e. An ILPA must be locked by the former district before release.

NOTE: School districts cannot refuse to transfer student records due to holds for student fees, chrome books that have not been returned, etc.

System will not allow records release of a student who has an active missing child flag. If request for records is received for a missing child, please notify the Kentucky State Police Missing Persons Unit.

The screenshot displays the 'Process Alerts' section of a software interface. At the top, there are input fields for 'Date Range' and 'Display' (set to 'All Processes'), along with 'Find Messages' and 'Delete Selected Messages' buttons. Below this is a table with columns for 'Process', 'Name', 'Posted Date', and 'Due Date'. A single entry is visible: 'Records Transfer' for 'Potter, Harry J' with a 'Posted Date' of '08/19/2016'. Below the table, a detailed view for 'Potter, Harry J' is shown, including his ID, DOB (08/16/2001), and Gender (M). A navigation menu lists various tabs such as Summary, Enrollments, Schedule, Attendance, Flags, Grades, Transcript, Credit Summary, Assessment, Behavior, Transportation, Fees, Lockers, Graduation, Title 1 Services, Early Learning/Prior Settings, ESS, Attendance Group, TEDS, Records Request, District Info, Report Comments, Tier 1 Documentation, DPP, Restraint and Seclusion, Intervention, Athletics, AdHoc Letters, Waiver, **Records Transfer**, Gifted & Talented, FRYSC, and Pre-School. A 'New State Transfer Request' button is also present. At the bottom, a 'Transfers' table lists the request details:

| Request Date | Name | Status | Requesting District | Releasing District |
|--------------|---------------|---------|---------------------|--------------------|
| 08/19/2016 | Potter, Harry | request | ██████████ County | |

3. Former District responds to the records request

- a. Click Release Records
 - o If the Overlap indicator appears, it is an indicator that a student's enrollment in his/her former district has not been ended. Overlaps can be resolved by selecting the Edit link located in the Overlap field. The user will be redirected to the student's enrollment tab where the enrollment can be properly end-dated before the records are released. Return to Step 1.

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Records Transfer Potter, Harry #

| | | | |
|------------------------|------------|---------------------------------|--|
| Student: | | Enrollment Type: Primary | |
| Last Name | Potter | First Name | Harry |
| Gender | M | Middle Name | James |
| Birthdate | 12/27/1999 | SSN | |
| Grade | 10 | School | 15-16 ██████████ High School |
| High School Start Date | 05/15/2016 | Overlap | Edit (05/05/2015-05/15/2016) 15-16 ██████████ COUNTY HIGH SCH Grade: 10 |

Requesting District & User

| | | | | | |
|--------------|-----------------------|------------|----------------------|----------|---------------------------------|
| District | 301 ██████████ County | Name | System Administrator | Username | KDEadmin |
| Request Date | 08/19/2016 | Work Phone | | Email | administrator@knox.kyschools.us |
| Comments | None | | | | |

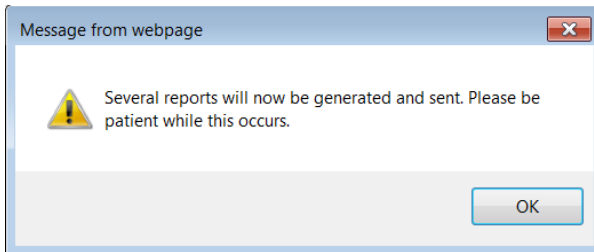
Releasing District & User

| | | | | | |
|--------------|-----------------------|------------|----------------------|----------|----------|
| District | 151 ██████████ County | Name | System Administrator | Username | KDEadmin |
| Release Date | 08/19/2016 | Work Phone | | Email | |
| Comments | | | | | |

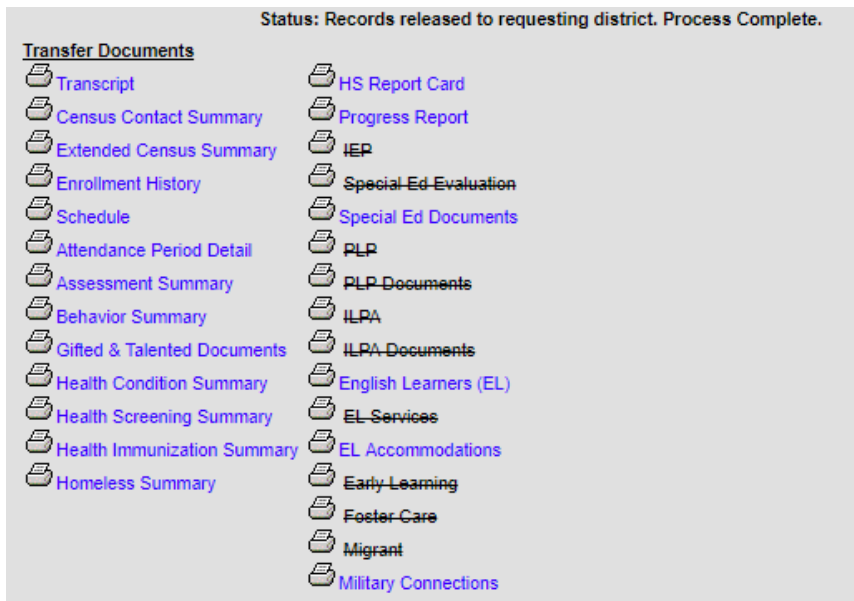
Buttons: Release Records | Reject Request | Ignore Request

NOTE: If there is a reason to reject or ignore request, include comments to explain why this is necessary (i.e., invalid student match).

b. Click OK



The information that is available for transfer for the student will appear.



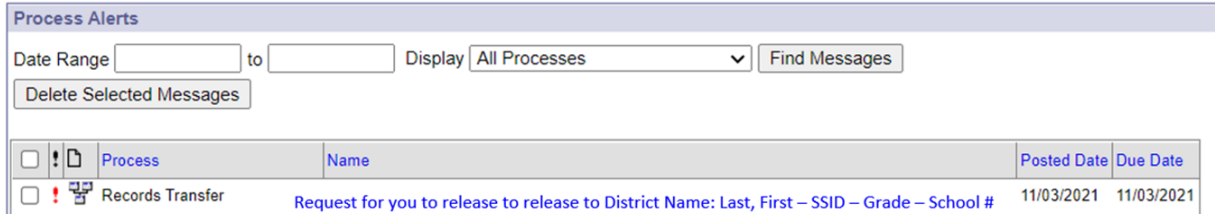
NOTE: The former district cannot preview or control which records are sent in the transfer. In addition, after a record is requested or released, it cannot be canceled.

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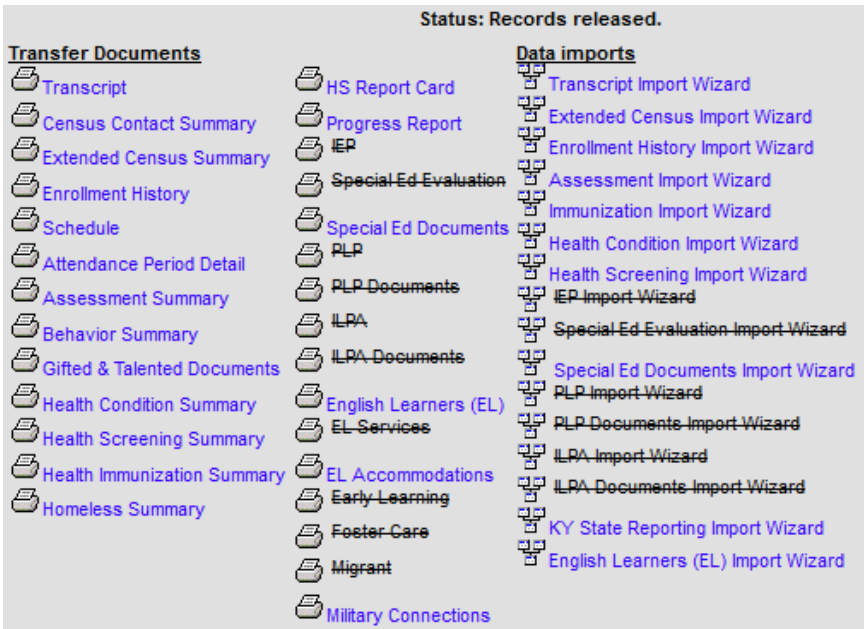
RECEIVING RECORDS - *New District receives released records from former district*

1. Records transfers can be accessed in two areas of IC:
 - Process Inbox - New District will receive notice of released records in the Process Inbox
 - Student Information / General / Records Transfer

NOTE: User group tool rights must be given to allow access to these areas. See [Campus Community](#) for more information on the suggested tool rights.



2. Select the link from the Process Inbox or Records Transfer tab to see available transfer documents and import wizards.
 - Transfer Documents are PDF documents available for view, download and can also be saved and/or printed. Data from these reports can be manually entered into Campus to be added as part of a student’s records.
 - Data Imports are wizards that can be run to transfer data directly from the former district database to the new district database.
 - Ensure all records are transferred and shared appropriately within the school to ensure students receive applicable services.
 - Additional specifics on processing records provided below by topic area.



NOTES:

- Documents and data that are crossed out and grey indicate those links are not available. The student’s record did not contain this item in the former district.

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- Gifted & Talented Documents may be crossed out even if the student is identified for services. Use the KY State Reporting Import Wizard to import Gifted and Talented records.
- Be aware that running an import wizard multiple times for a student can result in duplicate records.
- Student records can be transferred to a partial enrollment without the student's withdrawal from the original (primary) enrollment.

Section B – KY State Reporting Import Wizard

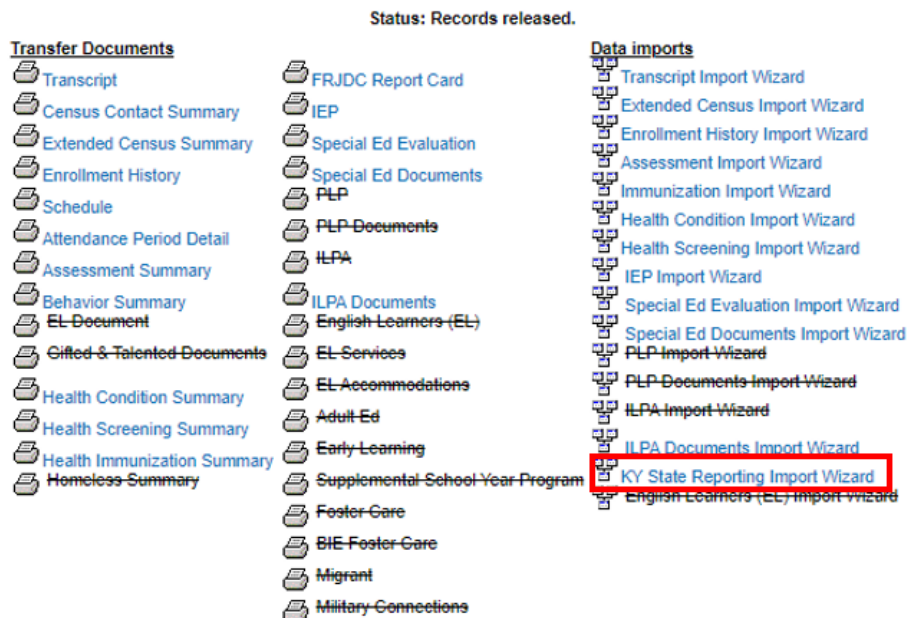
Classic View: [Process Inbox](#) | [Transfer Released link](#)
[Student Information](#) | [General](#) | [Records Transfer](#)

Search Terms: [Notifications and Records Transfer](#)

This import wizard will import student data elements from the former district for **Enrollment State Reporting Elements, Enrollment Special Ed Elements, Gifted & Talented Status and Attendance Transferred Summary from Last Enrollment District** into the new district database.

Step 1: Click on the *KY State Reporting Import Wizard*.

The user will need to import all records from this wizard. Please be sure to run for all students.



After clicking on the KY State Reporting Import Wizard, the users will be able to review the following screens:

Using this wizard, the receiving district can change the special education status to “Active” in the Special Education section of the Enrollments tab. New district can also remove the Special Ed Exit Status and Special Ed Exit Date as well.

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Step 2: Review the data that is available for import. Adjust data per district policy. Gifted and Talented status when only display if records existed in the former district.

The screenshot shows the 'Enrollment State Reporting Elements' form. It includes several sections: 'State Exclude' with checkboxes for Immigrant, Out Of State, Program 504, and Foreign Exchange; 'Perkins Only' with a checkbox; 'Dropout Questionnaire' with a dropdown for Resident District; 'Dropout/KTS Primary School' and 'Dropout/KTS Primary District' dropdowns; and 'KEES Override' and 'Underage Waiver' checkboxes.

Enrollment State Reporting Elements

Enrollment Special Ed Elements

The screenshot shows the 'Enrollment Special Ed Elements' form. It includes a 'Special Ed Status' dropdown, 'Primary Disability' dropdown, 'Setting' dropdown, 'Date Eligible but Refused' date field, 'Special Ed Exit Status' dropdown, 'Special Ed Exit Date' date field, and 'PartC ID' text field.

Using this wizard, the receiving district should update KY State Reporting Special Ed fields according to their current IEP status.

Gifted and Talented Status

If the student was identified as Gifted and Talented in the releasing district, one record will show per gifted category.

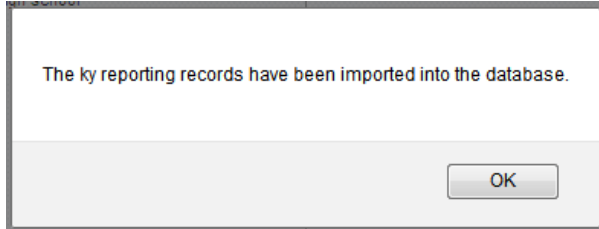
The screenshot shows the 'Gifted & Talented Status' form. It includes a '*Gifted Category' dropdown, '*Year Identified' (2021), '*Start Date', and 'End Date' date fields. There are checkboxes for 'Gifted Declined Services' and 'Gifted Underachieving'. A 'Service Delivery Options' section lists various options like 'Various Acceleration Options', 'Academic Competition or Optional Extracurricular Offering', 'Advanced Placement and Honors Courses', etc.

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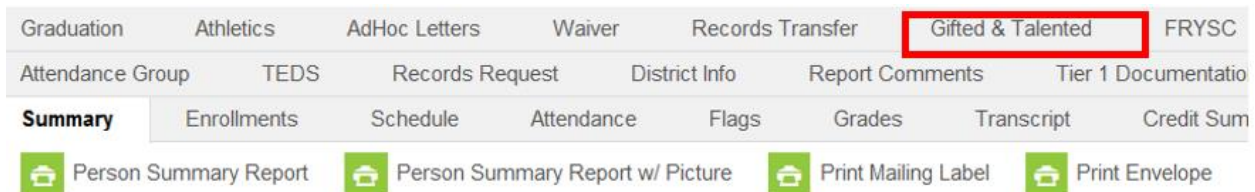
Attendance Transferred Summary from Last Enrolled District

| Attendance Transferred Summary From Last Enrolled District | | | |
|--|-----------------------|--------------------|------------------|
| Present | Absences | Unexcused Absences | Excused Absences |
| 175.00 | 1.0 | 0.0 | 1.0 |
| Tardies | Unexcused Tardies | Excused Tardies | |
| 2 | 1 | 1 | |
| Absent Events Unexcused | Absent Events Excused | | |
| 0 | 2 | | |
| EHO Absence | AFD Absence | AFR Absence | ATA Absence |
| 0.00 | 0.00 | 0.00 | 0.00 |

Step 3: Click “Save” to import. A confirmation will be displayed.



Step 4: If Gifted & Talented Status data was available, confirm the data imported correctly to the Gifted & Talented tab found under Student Information | General



- Notify the Gifted & Talented Coordinator so he/she can review the student’s records. The services in the record should be reviewed and changed if the services from the former district are not offered in the student’s new (current) district.
- The Gifted & Talented Coordinator should notify all personnel working with the student so appropriate services can be offered to the student and a Gifted Student Service Plan (GSSP) can be created. The GSSP should then be given to the parents/guardian to notify them of the services being offered to the student.

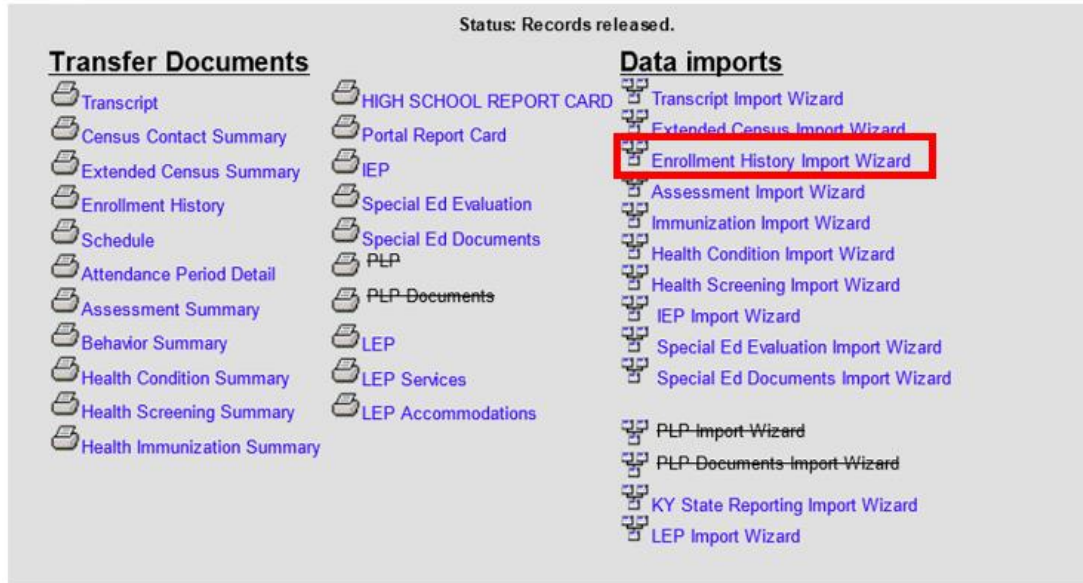
Section C – Enrollment History Import Wizard

**Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer**

Search Path: Notification and Records Transfer

This import wizard allows a user to select any of a student’s previous enrollments for import to ensure proper tracking of prior enrollment history that has a direct effect on state reporting. Enrollment History is necessary to verify school entry information on the Demographics tab, 9th grade entry on the Graduation tab, number of days enrolled in a KY school for KEES and number of days enrolled for school accountability.

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NOTE: It is easy to create duplicates with this import wizard, therefore, pay close attention to the data that is imported. Review the data carefully before clicking SAVE.

Fields imported using this wizard include:

Enrollment History Fields

Calendar Name, District Name, End Comments, End Date, End Status, Grade, Service Type, Start Comments, Start Date, Start Status

Section D – Special Ed Evaluation Import Wizard

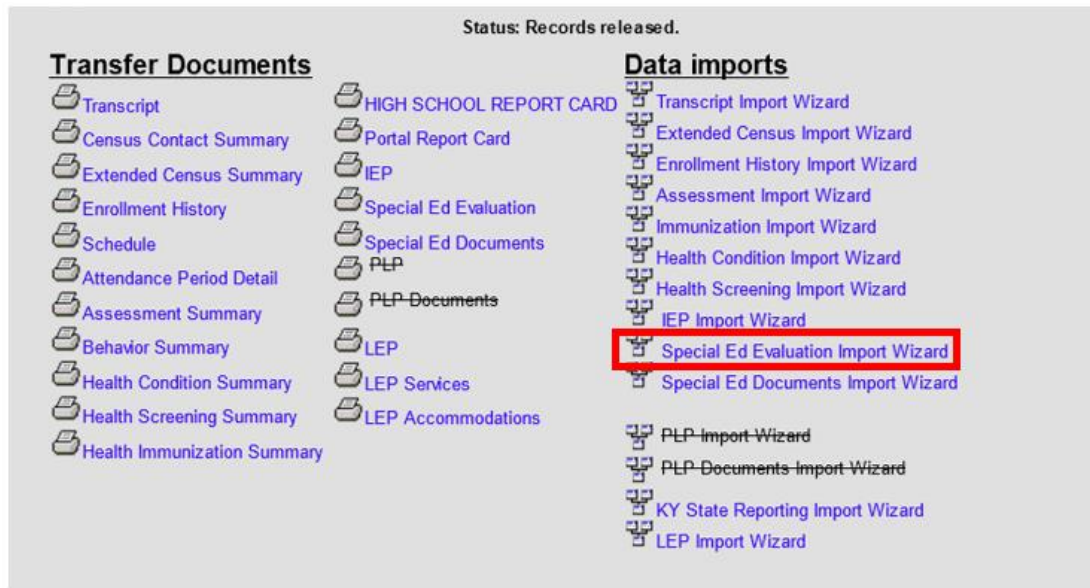
**Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer**

Search Terms: Notification and Records Transfer

This wizard will import the student's most recent locked Evaluation/Eligibility Determination from the former district to the new district database. When complete, the Evaluation/Eligibility Determination will be available as an editor-based document in the student record: Student Information | Special Ed | General | Documents tab.

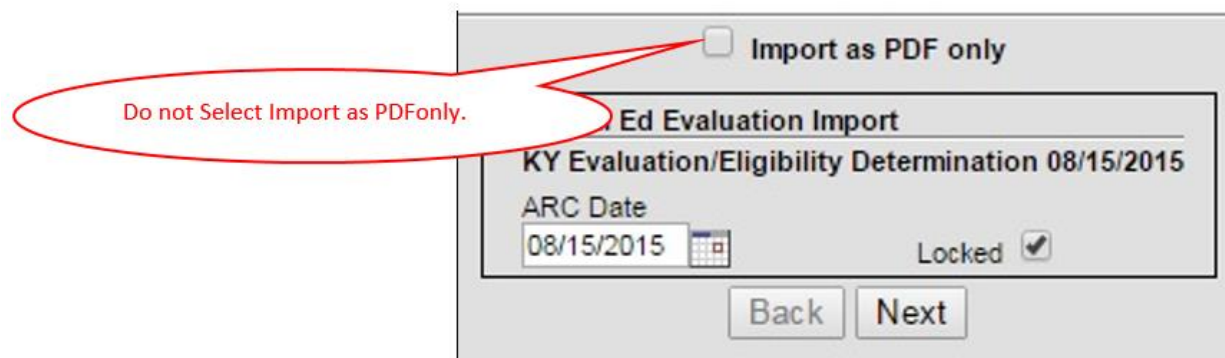
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NOTE: If no KY Evaluation/Eligibility Determination exists, the most recently locked historical evaluation-type document will be transferred as a locked, editor-based document in the following order of priority:

1. KY Evaluation (2015) or
2. Conference Summary (2014) or
3. Conference Summary (2013) or
4. Conference Summary (Pre-2013) or
5. KY ESR



Note: Do **NOT** select "Import as PDF only".

1. Select the **Locked** indicator
2. Click Next
3. Click OK on dialog box



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4. Path: Student Information > Special Education > General > Documents
Verify in student record that the Evaluation/Eligibility Determination is now available as an editor-based document.

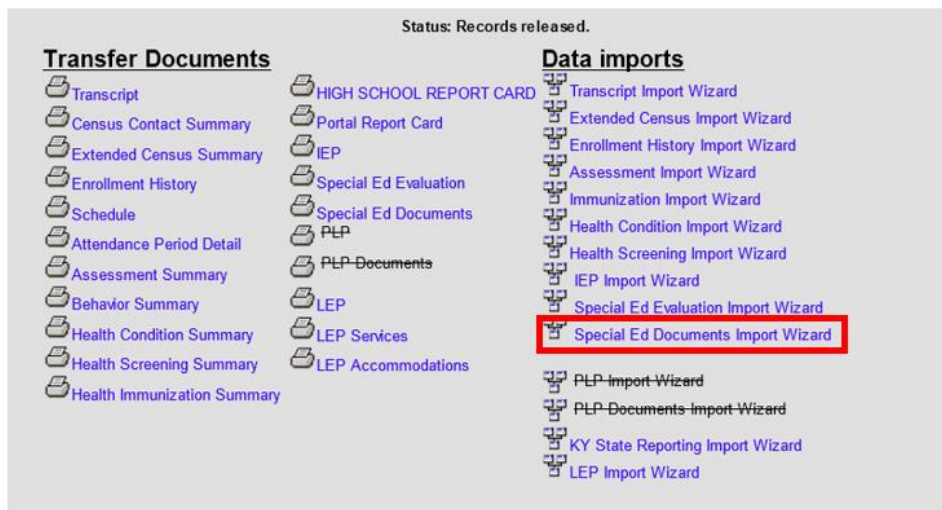


Note: If *“Import as PDF only”* was selected, the document will be imported as a PDF, not as an editor-based document.

Section E – Special Ed Documents Import Wizard

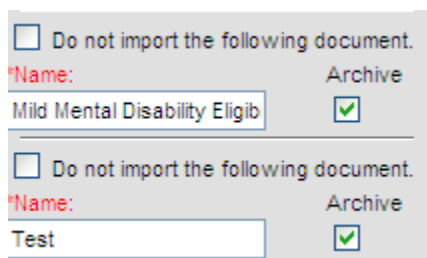
Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer

Search Terms: Notification and Records Transfer



This import wizard will import any special education FDF (non-editor-based) documents attached to the student record from the former district to the new district database. When complete, the documents will be available as PDFs in the student record: Student Information > Special Ed > General > Documents tab.

- 1) Select any documents that do not need to be imported by selecting the *“Do not import the following document”* indicator



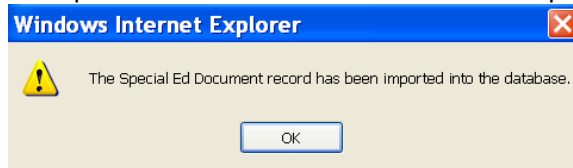
| | |
|--|-------------------------------------|
| <input type="checkbox"/> Do not import the following document. | Archive |
| Name: Mild Mental Disability Eligib | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Do not import the following document. | Archive |
| Name: Test | <input checked="" type="checkbox"/> |

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- 2) Deselect the "Archive" indicator if the document does not need to be archived when imported.
- 3) Click "Save"
- 4) Click "OK" on dialog box

The Special Ed evaluation record has been imported into the database



- 5) Path: Student Information > Special Education > General > Documents
Verify in the student record that the requested documents are now available.



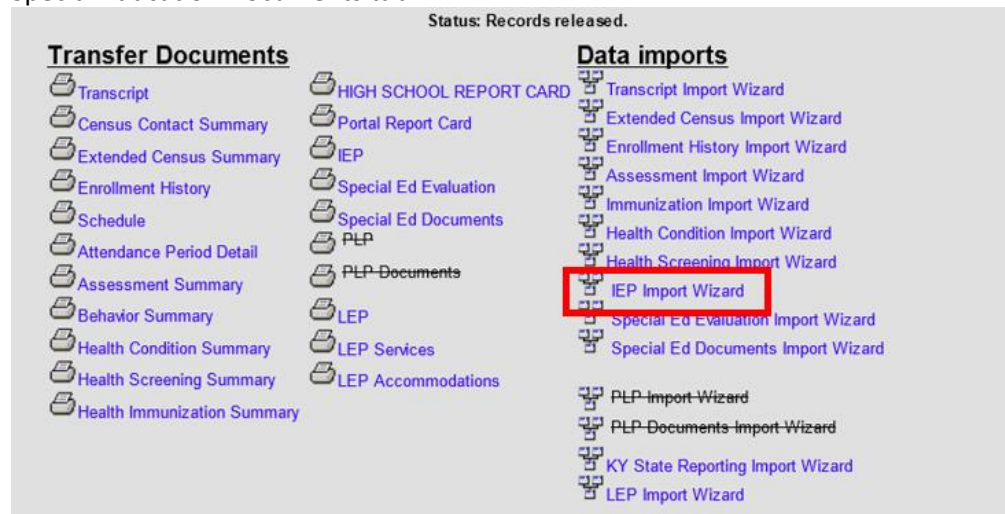
Note: These documents will open as a PDF in Adobe outside the IC system. Changes cannot be made to the documents.

Section F – IEP Import Wizard

Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer

Search Terms: Notification and Records Transfer

This wizard will import the student's most recent locked KY IEP from the former district to the new district database. When complete, the KY IEP will be available as an editor-based document on the Special Education Documents tab.



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Import as PDF only

IEP Plan Import
*Plan Type: KY IEP 08/17/2015 - 08/16/2016
Start Date: 08/15/2015 End Date: 08/14/2016 Locked

IEP Services Import

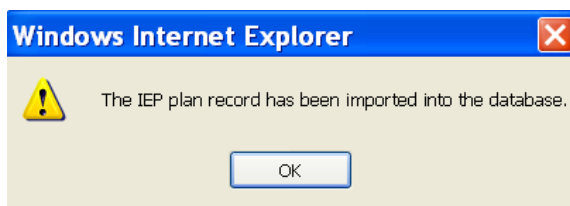
Do not import the following service.
*Service: Special Education
Service Provider:
Service Position: SPECIAL EDUCATION TEACHER Display on Print
Special Ed Teacher

Do not import the following service.
*Service: Social Skills Instruction
Service Provider:
Service Position: SPECIAL EDUCATION TEACHER Display on Print
SPED & General ED Teachers

Back Next

Note: Do not select “Import as PDF only”

1. The services related to the IEP being imported will be listed
2. Select “Locked”
3. Each **Service** must be mapped to a service within the receiving district by selecting the appropriate item from the drop list
4. Each **Position** can be mapped to a provider or position within the receiving district by selecting the appropriate item from the drop list
5. Click “Next” to import the IEP
6. Select “OK”



7. Path: Student Information | Special Education | General | Documents
Verify in student record that the KY IEP is now available as an editor-based document



Section G – English Learners (EL) Records Transfer

Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer

Search Terms: Notification and Records Transfer

Former (Originating) District: preparing for transfer

- The former (originating) district must end-date the enrollment of the student before releasing the record for all transfer functionality to work correctly.
- The former (originating) district should NOT end date EL Accommodations or EL Services when a student transfers to a new district.

NOTE: Do not create a new EL record for incoming students but instead import record from previous district and update as needed.

Receiving District Runs Import Wizards

User clicks on **English Learners (EL) Import Wizard**



NOTE:

- If an item has been crossed out such as ~~PLP-Import-Wizard~~ above, then the student's record did not contain this item in the former district.
- Be aware that running import wizard multiple times for a student can result in duplicate records.

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Student Records Transfer - English Learners (EL) Import

Import EL record from []
Enter the transferred data from the releasing district into your own local database.

*Program Status: EL

Identified Date: 08/08/2018

Expected Exit Date: []

Program Exit Date: []

Parent Notified: []

Parent Declined:

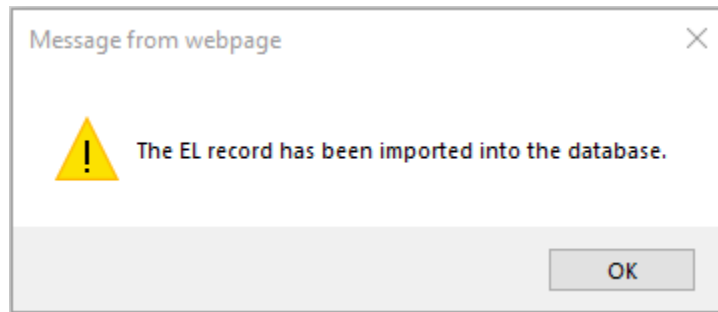
Parent Declined Date: []

Interrupted Schooling:

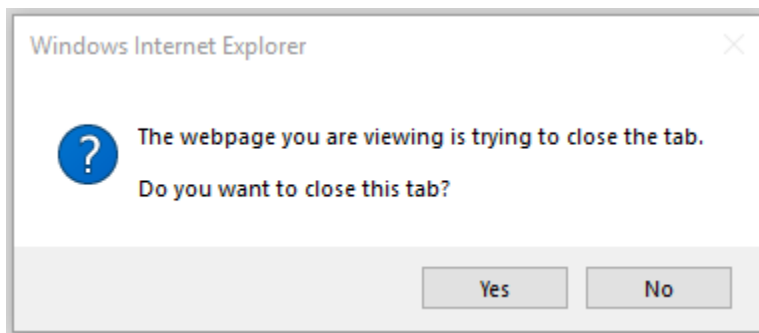
Comments: Imported from []

Save

a. Once the user has verified information is correct, they choose “Save”. A confirmation pops up:



b. An additional box pops up confirming the user wants to close the save dialog; click yes.



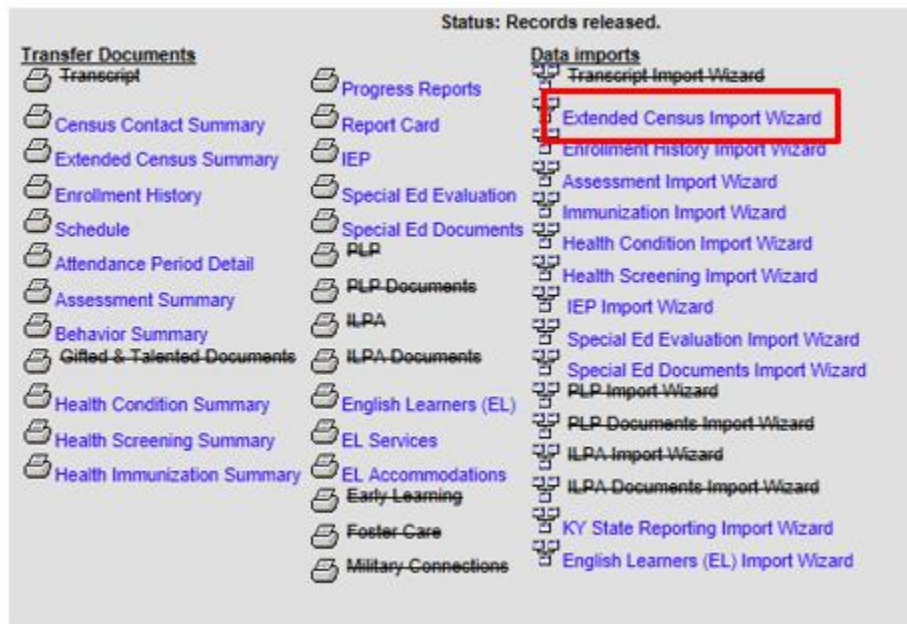
c. User is now redirected back to the summary/import screen.

Section H – Extended Census Import Wizard

Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer

Search Terms: Notification and Records Transfer

The **Extended Census Import Wizard** populates First US School and other key demographic information such as Home Primary Language and Native American Language, if applicable. If the home language is NOT English, the **Extended Census Import Wizard** is relevant to **English Learner (EL) and Immigrant students**.



Note that the user can view the value in the receiving district (current value) as well as the imported value (from former district) and to choose one of these values or select a new value. For English Learner students, the Home Primary Language and Native American Language should not change as the initial entry Home Language Survey **should not** be given when a student transfers from one district to another.

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Student Records Transfer - Extended Census Import

Import Census records from

Enter the transferred data from the releasing district into your own local database.
Values entered in the 'Value to Save' column will be saved into the student's current identity record.

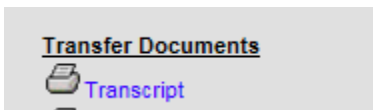
| | Current Value | Imported Value | Value to Save |
|--------------------------|-------------------------------|-------------------------------|-------------------------------------|
| Birth Country | United States | United States | 2310: United States |
| Date Entered US | | | <input type="text"/> |
| Date Entered US School | | | 10/16/2018 |
| Home Primary Language | Kazakh | Kazakh | Kazakh |
| Native American Language | | | <input type="text"/> |
| Birth Verification | | | <input type="text"/> |
| NickName | | | <input type="text"/> |

Section I – Transcript Import Wizard

**Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer**

Search Terms: Notification and Records Transfer

Not all school transcript the same classes – i.e. some schools transcript non-high school classes while others do not. Best practice would be to view the transcript by clicking the Transcript



button before running the Transcript Import Wizard to determine which records you want to import. Each transcript entry will need to be evaluated individually to determine if it should be imported and what credit group should be assigned.

When you are ready to begin, click Transcript Import Wizard.

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Student Records Transfer - Transcript Import
Import Transcript records from 015 Ballard County

Enter the transferred data from the releasing district into your own local database. Transcript Course information can be stored as numbers and names from the releasing district, or it can be translated into local course numbers/names. Credit types will need to be mapped to local credit types. Use the credit mass adjuster to translate releasing district credit amounts into the equivalent local amounts.

| | | | | | | | | | |
|---|-----------------|------------------------|--------------|-------------|--------------------------|----------------|----------------------|--------------------|------------------|
| Don't Import | *School Year | *Grade | District No. | School No. | School Name | *Course Number | Course Name | | |
| <input type="checkbox"/> | 2017-2018 | 11 | 301 | 410 | Knox Central High School | SKTCS-MZ | MAT 155 Trigonometry | | |
| SCED Subject Area | | SCED Course Identifier | | | | | | | |
| Difficulty Level | | DC: Dual Credit | | | | | | | |
| *Score | GPA Weight | GPA Value | Percent | GPA Max | Unweighted GPA Value | *Earned | *Attempted | *Transcript Credit | HS CREDITS->MATH |
| A/100 | 1 | 5 | | 4 | 4 | 1 | 1 | | |
| Bonus Points | Standard Number | Standard Name | Date | Actual Term | Start Term | End Term | Terms Long | State Code | |
| | | | 05/18/2018 | 4 | 3 | 4 | 2 | 270631 | |
| Comments | | | | | | | | | |
| Imported from 301 Knox County Records Transfer. | | | | | | | | | |

Many fields must be considered on each entry imported to the transcript. Adjustments may be made to align entries to the new school's policies:

- Credit Multiplication Factor – RARELY USED – If credits issued by former district are not on the same scale as credits issued by the new district, this field can be used to change credits en masse.
- Don't Import – If checked, entry will not be imported.
- Grade – Should not be edited but used to determine whether to import entry.
- Course Number – If using Multi-Year Academic Planning (MYAP), change course number to appropriate local school course number.
- Difficulty Level – Identifies if the difficulty level of a course (i.e. AP: Advanced Placement, CAI: Cambridge Advanced International, DC: Dual Credit or IB: International Baccalaureate)
- Score – Adjustment can be made to match local score group.
- GPA Weight – KHEAA requires GPA Weight equal credits attempted for KEES.
- GPA Value – Weighted GPA value - Adjustments may be needed based on the school's grading policies.
- GPA Max – If GPA Value was adjusted, an adjustment may be necessary.
- Unweighted GPA Value – KHEAA requires a standard 4.0 scale.
- Earned – Adjustments may be needed based on your school's policies.
- Attempted – Adjustments may be needed based on your school's policies.
- Transcript Credit – Select the appropriate credit group. This must be selected on each imported entry.

Section J – Assessment Import Wizard

**Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer**

Search Terms: Notification and Records Transfer

A new district can import national, state and local tests from a student's former district. National and

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state assessment records created by KDE will not need mapping or additional setup. A former district's local assessments may require additional setup by the new district.

Status: Records released.

| | | | |
|-----------------------------|-----------------------|-------------------------------------|--|
| Transfer Documents | | Data imports | |
| Transcript | IEP | Transcript Import Wizard | |
| Census Contact Summary | Special Ed Evaluation | Extended Census Import Wizard | |
| Extended Census Summary | Special Ed Documents | Enrollment History Import Wizard | |
| Enrollment History | PLP | Assessment Import Wizard | |
| Schedule | PLP Documents | Immunization Import Wizard | |
| Attendance Period Detail | ILPA | Health Condition Import Wizard | |
| Assessment Summary | ILPA Documents | Health Screening Import Wizard | |
| Behavior Summary | English Learners (EL) | IEP Import Wizard | |
| Gifted & Talented Documents | EL Services | Special Ed Evaluation Import Wizard | |
| Health Condition Summary | EL Accommodations | Special Ed Documents Import Wizard | |
| Health Screening Summary | Early Learning | PLP Plan Import Wizard | |
| Health Immunization Summary | Foster Care | PLP Documents Import Wizard | |
| | Military Connections | ILPA Import Wizard | |
| | | ILPA Documents Import Wizard | |
| | | KY State Reporting Import Wizard | |
| | | English Learners (EL) Import Wizard | |

Student Records Transfer - Assessment Import

Import Assessment records from ██████ County

Enter the transferred data from the releasing district into your own local database. Test Scores must be mapped to an assessment defined in your local database. This is easier for National tests and State standard tests, but local district tests may be difficult to bring in. Test scores or strands that are not mapped to a local test will not be imported.

| ACT (KDE) | Date | Scale Score | Raw Score | Percent | Percentile | Question Count | Normal Curve Equivalent |
|---|------------|-------------|-----------|---------|------------|----------------|-------------------------|
| Test: Not Imported Result: () Comments: Imported from ██████ County Records Transfer. | 03/01/2015 | | | | | | |
| Strand: ACT Composite (ACT-C) Test: Not Imported Result: () Comments: Imported from ██████ County Records Transfer. | 03/01/2015 | 28 | | | | | |
| Strand: ACT English (ACT-E) Test: Not Imported Result: () Comments: Imported from ██████ County Records Transfer. | 03/01/2015 | 31 | | | | | |
| Strand: 1 Usage-Mechanics (ACT-UM) Test: Not Imported Result: () | 03/01/2015 | 16 | | | | | |

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For each assessment, the new district will need to select the test name for each score. Make sure to select the same name to transfer only state test to state test and national test to national test. Select the test name to import for each of the student's assessments. The list may be lengthy depending on the number of tests the student has taken. The new district SHOULD NOT alter the Date, Scale Score, or any other variable of the test.

| Date | Scale Score | Raw Score | Percent | Percentile | Question Count | Normal Curve Equivalent |
|------------|-------------|-----------|---------|------------|----------------|-------------------------|
| 03/01/2015 | | | | | | |
| 03/01/2015 | 28 | | | | | |

Note: Once you select the parent test, the drop list will only contain the applicable child test or sub-test.

| Date | Scale Score | Raw Score | Percent | Percentile | Question Count | Normal Curve Equivalent |
|------------|-------------|-----------|---------|------------|----------------|-------------------------|
| 03/01/2015 | | | | | | |
| 03/01/2015 | 28 | | | | | |
| 03/01/2015 | 31 | | | | | |

When you have finished selecting all the tests you would like to import, click **Save**.

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| Test | Date | Scale Score | Raw Score | Percent | Percentile | Question Count | Normal Curve Equivalent |
|--------------|------|-------------|-----------|---------|------------|----------------|-------------------------|
| Not Imported | | 242 | | | | | |

Result (HI)
No Result List

Comments
Imported from [redacted]
County Records Transfer. HI

Save

Section K – Immunization Import Wizard

Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer
Search Terms: Notification and Records Transfer

School nurses may not have access to import immunization records; therefore it is important all health-related imports be processed. Click on the Wizard, review the data and click **Save**.

Student Records Transfer - Immunization Import

Import Vaccine Shot data from [redacted] County

Enter the transferred data from the releasing district into your own local database. Vaccines and Immunization Exemptions will need to be mapped to locally named data in order to bring in the data. Wherever data is named the same in the releasing data, this will already be done for you. Running an import more than once could duplicate data.

Immunization Certificate

| | | |
|------------------|-----------------|----------|
| Certificate Date | Expiration Date | Type |
| 07/20/2011 | 07/20/2021 | Standard |

Vaccine Name

| | | | | | |
|--|------------|------------|------------|------------|------------|
| Diphtheria-tetanus-pertussis, combined [DTaP, DTP] | 03/06/2000 | 05/19/2000 | 07/20/2000 | 04/17/2001 | 02/23/2004 |
| Diphtheria-tetanus-pertussis, combined [DTaP, DTP] | | | | | |
| Polio [IPV, OPV] | 03/06/2000 | 05/19/2000 | 07/20/2000 | 02/23/2004 | |
| Polio [IPV, OPV] | | | | | |
| Measles-Mumps Rubella [MMR] | 04/17/2001 | 02/23/2004 | | | |
| Measles-Mumps Rubella [MMR] | | | | | |
| Hepatitis B [Hep B] | 03/06/2000 | 05/19/2000 | 12/27/2000 | 02/23/2004 | |
| Hepatitis B [Hep B] | | | | | |

Section L – Health Condition Import Wizard

Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer

Search Terms: Notification and Records Transfer

School nurses may not have access to import health condition records; therefore, it is important all health-related imports be processed. Click on the Wizard, review the data and click **Save**.

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Student Records Transfer - Health Condition Import

Import Health Condition records from ██████████ County

Enter the transferred data from the releasing district into your own local database. Wherever data is named the same in the releasing data, this will already be done for you.

| Health Condition | | | | | | |
|-------------------------------------|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| *Code | *Description | *Start Date | End Date | *Status (U:) | *Initials | |
| 995.30 | Allergy, unspecified | 08/10/2011 | | U: Unknown | jpr | |
| Doctor Name | Doctor Phone | Auto Accident Related | Auto Accident State | Employment Related | Other Accident Related | |
| | () - x | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Comments | | | | | | |
| Imported from 281 Jessamine County. | | | | | | |
| <input type="button" value="Save"/> | | | | | | |

Section M – Health Condition Import Wizard

Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer

Search Terms: Notification and Records Transfer

School nurses may not have access to import health screening records; therefore, it is important all health-related imports be processed. Click on the Wizard, review the data and click **Save**.

Student Records Transfer - Health Screening Import

Import Health Screening records from ██████████ County
Enter the transferred data from the releasing district into your own local database. Wherever data is named the same in the releasing data, this will already be done for you.

| | | |
|---|------------|----------------|
| Don't Import | *Date | *Type |
| <input type="checkbox"/> | 08/14/2003 | Vision/Hearing |
| Comments | | |
| Imported from ██████████ County. | | |
| HealthScreeningVision visionDate=08/14/2003 acuityR=20.0 acuityL=20.0 corLens=NO visionTest=E | | |
| HealthScreeningDental religiousObjection=false proofOfappointment=false | | |
| Don't Import | *Date | *Type |
| <input type="checkbox"/> | 11/09/2005 | Vision/Hearing |
| Comments | | |
| Imported from ██████████ County. | | |
| HealthScreeningVision visionDate=11/09/2005 visionStatus=P corLens=NO visionTest=S | | |
| HealthScreeningDental religiousObjection=false proofOfappointment=false | | |

Section N – PLP Plan Import Wizard

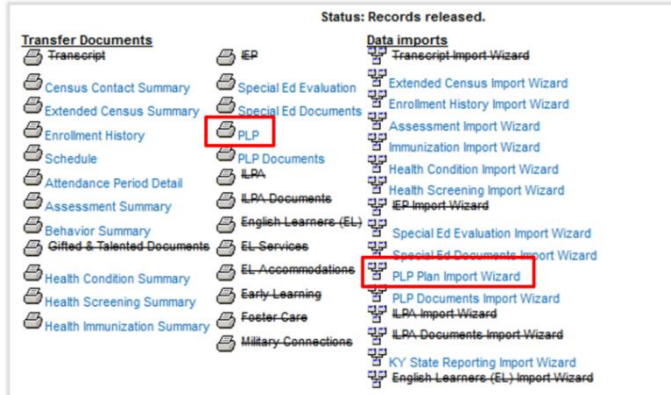
Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer

Search Terms: Notification and Records Transfer

Campus only transfers custom plans as PDF documents. Kentucky does not have any state defined PLP plans. Use the PLP option under Transfer Documents to review the plan(s) before running the import wizard. If plan(s) are meaningful, click the PLP Plan Import Wizard.

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Check *Import as PDF only*. If the plan does not have an End Date or it is in the future, set it to end before the new enrollment begins. Then click Next.

Student Records Transfer - PLP Plan Import

Import PLP Plan records from 151 Edmonson County

Enter the transferred data from the releasing district into your own database. Choose the Plan Type you wish to import the data into. The name of the plan will appear for easier mapping. Additional Data may be entered through the Documents tab once the import is complete.

Import as PDF only

PLP Plan Import

*Plan Type: 504 08/13/2018 -

Start Date: 08/13/2018 End Date: 01/14/2019

Back Next

Add a comment if desired, then click Next.

Student Records Transfer - PLP Plan Import

Import PLP records from 151 Edmonson County

Click the next button below to import the PDF version of this PLP plan. It will then be accessible using the Documents tab in the TitleName tool under the Forms section.

PLP Plan Import

Name: 504

Date: 01/15/2019

Comments: Imported from *****

Back Next

Section O – PLP Documents Import Wizard

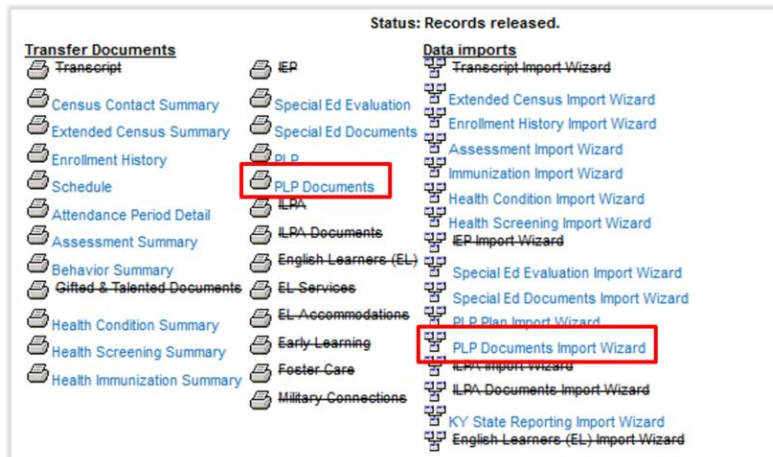
Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer

Search Terms: Notification and Records Transfer

Use the PLP Documents option under Transfer Documents to review the documents before running the import wizard. If Plan(s) are meaningful, click the PLP Documents Import Wizard.

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Click on the Wizard. Check *Do not import the following document* for any document that is not meaningful. Click Save after determining how to proceed with each document. If PLP Documents are imported, they should be reviewed to determine if they should be retained or deleted.

Student Records Transfer - PLP Document Import

Import PLP document records from

Enter the transferred data from the releasing district into your own database as PDF files.

The screenshot shows a form titled "PLP Documents Import". It contains a checkbox labeled "Do not import the following document." which is currently unchecked. Below this is a field labeled "*Name:" with the text "test" entered. To the right of the name field is an "Archive" checkbox, which is checked. A "Save" button is located at the bottom of the form.

Section P - Homeless Summary used to create Homeless record

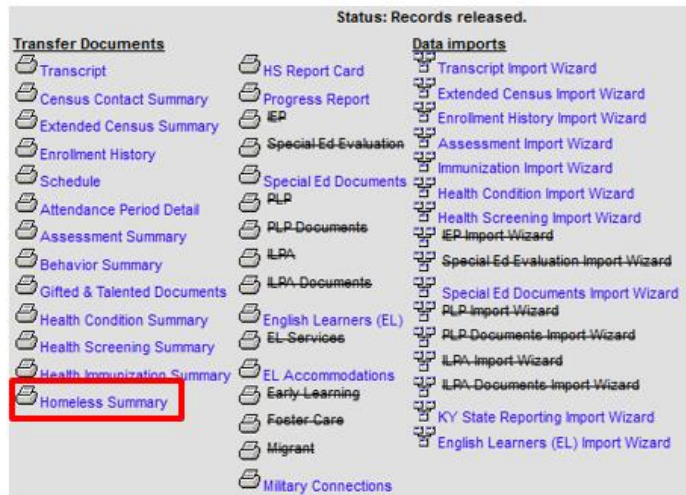
Classic View: Process Inbox | Transfer Released link
Student Information | General | Records Transfer

Search Terms: Notification and Records Transfer

If the student has a Homeless Summary under Transfer Documents, the student had one or more Homeless record(s) in the former district.

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Click Homeless Summary to review the document. Once identified, a student must receive homeless services for the entire school year. If the prior district had a record for the current year, reference section C of the [Homeless Data Standard](#) for directions on creating a homeless record in the new district using the *Homeless Records Summary*.

| | |
|--|--|
| Kentucky State Generated on 06/24/2019 02:35:10 PM Page 1 of 1 | - Homeless Records Summary Grade: 10 State ID: |
|--|--|

| State Homeless Records | | | | |
|------------------------|------------|-----------------------------------|---------------------|----------|
| Start Date | End Date | Primary Night Time Residence | Unaccompanied Youth | District |
| 07/01/2019 | 06/30/2020 | Shelters and Transitional Housing | Yes | County |
| 08/08/2018 | 06/30/2019 | Doubled up | No | County |

Prior revision history, continued

November 2020

Availability of new Student Records Transfer report that can assist with monitoring. Rearranged Section A. English Learner, Section G updates.

July 2020

Reference KRS 199.802 (HB312 2020 requirements)

October 22, 2019

Added data steward contact information for Homeless Summary
Minor wording changes to section P – Homeless Summary section
Updated data steward for Immunization Import Wizard Health Condition Import Wizard, Health Condition Import Wizard, and Transcript Import Wizard

October 15, 2019

Added guidance for English Learners (EL) Import Wizard, Section G

July 12, 2019

Removed migrant and homeless indicators from Section B: KY State Reporting Import Wizard, since indicators are no longer on the Enrollment record.
KDE publishes records to Student Information / Program Participation / Migrant.
Added Section P: Homeless Summary used to create Homeless record.

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May 3, 2019

Updated Transcript Import Wizard screen shot to show addition of Difficulty Level

February 12, 2020

Updated Data Steward

July 9, 2020

Updated Data Steward