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**Student Records Transfer:** The purpose of this report is to assist district personnel in monitoring records transfer requests for students enrolling from or withdrawing to other Kentucky school districts during the school year. A foster indicator assists districts in tracking compliance with [HB 312](#) (2020) which creates specific time requirements for the enrollment, records request, and release of records for students in foster care. **This report is intended for internal use only, these reports contain sensitive data and must be handled appropriately.**

**Selection Criteria:** The report can be generated for all schools, or a single school based on selection in the toolbar. **This report can only be generated for the current year.** Select the Detail report to review student-level data. Select the Aggregate report to obtain counts and averages for an individual school or all schools and the district. The report includes only primary enrollments and all grade levels.

**KDE Program Contact(s):** [Sharma Aitken](#), Office of Continuous Improvement and Support

**KDE Data Contact(s):** [Margalee Conlee](#) or [Windy Spalding](#), Office of Continuous Improvement and Support

**Student Records Transfer Contact(s):** Reference the [Student Records Transfer Data Standard](#) for the appropriate contact or email [KDE Data Services](#).

**Tool Search:** Student Records Transfer

*NOTE: Users must be granted access to this report by the district KSIS administrator.*

**Report Sample(s):**

The *Detail* report will be generated in Excel format with detailed information for students enrolling from another KY school (R21), withdrawing to another public school (W22) or withdrawing under jurisdiction of court (W12) outside the district with corresponding records transfer detail.

- Each row represents a single student enrollment or withdrawal record with corresponding records transfer information. Multiple record requests for a single enrollment will generate multiple rows of data in the report.
- The *Transfer into School* and *Withdrawn to another KY School* columns will display a 1 (Yes) or blank (No) to indicate the type of record for that row of data.
- *Day Count – Enrollment to Request* column reflects the count of instructional days from the date of enrollment to the date of the records request. If there was no records request, the day count is calculated up to the run date of the report.
- *Included In Aggregate Average Days to Request Records* column indicates if the record is included in the average calculation on the aggregate report.

- *Day Count – Request to Release* column reflects the count of instructional days from the date of the records request to the date records were released. If no records were released, the day count is calculated up to the run date of the report.
- *Included In Aggregate Average Days to Release Records* column indicates if the record is included in the average calculation on the aggregate report.
- Highlighting in the detail report indicates:
  - Student enrollment without a records request initiated
  - More than one day between student enrollment and records request initiated
  - Records request received for withdrawn student without records released
  - Records released more than one day after records request received

| Academic Year | District Number | District Name | School Number | School Name | SSID      | Last Name | Transfer into School | Enrollment Type | Enrollment Start Date | Enrollment Start Status | Records Transfer Request Date | Transfer Status |
|---------------|-----------------|---------------|---------------|-------------|-----------|-----------|----------------------|-----------------|-----------------------|-------------------------|-------------------------------|-----------------|
| 20232024      | 999             | District 1    | 555           | School 1    | 123456789 | Student   | 1                    | P               | 10/12/2023            | R21                     | 10/12/2023                    | released        |
| 20232024      | 999             | District 1    | 555           | School 1    | 321654987 | Student   |                      | P               |                       |                         |                               |                 |
| 20232024      | 999             | District 1    | 555           | School 1    | 987654321 | Student   | 1                    | P               | 04/19/2024            | R21                     |                               |                 |

| Day Count - Enrollment to Request | Included In Aggregate Average Days to Request Records | Withdrawn to another KY School | Enrollment End Date | End Status | Records Transfer Receipt Date | Transfer Status | Records Release Date | Day Count - Request to Release | Included In Aggregate Average Days to Release Records | Foster Student |
|-----------------------------------|---|--------------------------------|---------------------|------------|-------------------------------|-----------------|----------------------|--------------------------------|---|----------------|
| 1                                 | 1   |                                |                     |            |                               |                 |                      |                                |   | 0              |
|                                   |   | 1                              | 01/08/2024          | W22        | 01/10/2024                    | released        | 01/10/2024           | 1                              | 1   | 1              |
| 27                                | 1   |                                |                     |            |                               |                 |                      |                                |   | 0              |

The *Aggregate* report returns an Excel report with total counts of all students transferring into the district with the average number of days to request records and counts of students withdrawing from the district with the average number days for releasing records once a request for records is received. Separate counts and averages are provided for foster students to monitor timeliness per [HB 312](#) (2020).

Note: The *Count* of Transfer Out includes all records; but the *Average Days to Release* is based on records as indicated in the detail report.

| Academic Year | District Number | District Name | School Number | School Name      | Transfer In Count<br>(All Students) | Transfer In<br>Average Days<br>to Request<br>(All Students) | Transfer Out<br>Count<br>(All<br>Students) | Transfer Out<br>Average Days<br>to Release<br>(All Students) | Transfer In<br>Count<br>(Foster<br>Students) | Transfer In<br>Average Days<br>to Request<br>(Foster Students) | Transfer Out<br>Count<br>(Foster Students) | Transfer Out<br>Average Days<br>to Release<br>(Foster Students) | Date of Report |
|---------------|-----------------|---------------|---------------|------------------|-------------------------------------|---|--|--|--|--|--|---|----------------|
| 20232024      | 999             | District 1    | 555           | School 1         | 46                                  | 7.9   | 38   | 1.2  | 4  | 0  | 8  | 1   | 6/3/2024       |
| 20232024      | 999             | District 1    | 556           | School 2         | 261                                 | 7.6   | 195  | 1.2  | 43   | 6.9  | 32   | 1.1   | 6/3/2024       |
| 20232024      | 999             | District 1    | 557           | School 3         | 59                                  | 11.1  | 46   | 1.2  | 6  | 0.3  | 8  | 1.5   | 6/3/2024       |
| 20232024      | 999             | District 1    | 558           | School 4         | 37                                  | 8.2   | 32   | 1.2  | 6  | 21.5   | 9  | 1.3   | 6/3/2024       |
| 20232024      | 999             | District 1    | 559           | School 5         | 29                                  | 0.3   | 34   | 1.2  | 3  | 0  | 5  | 1.4   | 6/3/2024       |
| 20232024      | 999             |               |               | District 1 Total | 432                                 | 7.7   | 345  | 1.2  | 62   | 6.9  | 62   | 1.2   | 6/3/2024       |

### **Suggested Report Uses**

- Monitor compliance of HB 312 requirements for enrolling, requesting, and releasing records for students in foster care. Records should be requested by the new school on the day of enrollment; records should be released by the prior school on the working day the request is received.
- Identify enrollments with no records request initiated.
- Identify withdrawals with records requested that have not been released.
- Identify withdrawals for which a records request has not been made and follow-up is needed.
- Monitor timeliness of records transfer requests/releases to identify potential need for additional staff training or guidance.

### **Additional Student Records Transfer Guidance**

- [Student Records Transfer Data Standard](#)
- Infinite Campus Community [Student Records Transfer](#) documentation