

Transferring Student Data Policy

Purpose: This policy is to provide specific guidance on how to transfer student records when a student transfers from AAI to another school, opts for homeschool, or no longer attends any school (i.e., drops out). This policy applies to AAI administration, registrar, and counselor to ensure proper disposition of student records upon departure.

Policy: The American Academy of Innovation will transfer student data in compliance with state statute including:

Transferring to Another School: There are seven (7) primary steps taken upon a student transferring to another school. The following table identifies those steps and the responsible party.

Ask the parent/guardian to complete a Withdrawal Confirmation form	Registrar
Mark the exit date in the SIS (confirm that date appears correctly in UTREx)	Registrar
Confirm all grades are up to date and finalized	Counselor
Notify Special Education and Student Services to provide any records	Registrar/SpEd
Upon receiving notification from the new school, package and mail the cumulative records to the new school and on a retained copy of the Withdrawal Confirmation note the details of the records transfer.	Registrar
Confirm in the SSID system that the student has been “released” on the exit date	Registrar

In addition to these steps, when a student transfers to a school that uses the same student information system (SIS), Infinite Campus, the receiving school may wish to make use of the “National Records Exchange” to allow for district-to-district student records transfer. This will not necessarily obviate the need to mail files to the receiving school, but may expedite data entry.

Transferring to Homeschool: There are seven (7) primary steps taken upon a student transferring to homeschool. The following table identifies those steps and the responsible party.

Ask the parent/guardian to complete a Withdrawal Confirmation form	Registrar
Mark the exit date in the SIS (confirm that date appears correctly in UTREx)	Registrar
Confirm all grades are up to date and finalized	Counselor
Notify Special Education and Student Services to provide any records	Registrar/SpEd
Unless requested by parent/guardian, retain cumulative file(s)	Registrar
Email copy of current transcript to parent/guardian	Registrar
Confirm in the SSID system that the student has been “released” on the exit date	Registrar

With the unique nature of each homeschool situation, specific accommodations may be required and will be evaluated on a case-by-case basis.

Withdrawal to Unknown Destination: There are six (6) primary steps taken upon a student withdrawal for which no destination is known. The following table identifies those steps and the responsible party.

Ask the parent/guardian to complete a Withdrawal Confirmation form	Registrar
Mark the exit date in the SIS (confirm that date appears correctly in UTREx)	Registrar
Confirm all grades are up to date and finalized	Counselor
Notify Special Education and Student Services to provide any records	Registrar/SpEd
Retain cumulative file(s) until expected graduation date and then archive	Registrar
Confirm in the SSID system that the student has been “released” on the exit date	Registrar

Should a student’s status change and the destination become known, follow the steps necessary for that destination.

Contact Persons: Registrar, School Director

Statutory Reference: Elementary and Secondary Education Act of 1965 (ESEA) Section 8101 (23, 25)