

Data Standard Student Records Transfer

Rev. 7/1/2024

Ownership and History

Standard prepared by:

Data steward contacts by content area

Data stewards and applicable KDE offices

Office of Finance and Operations

- [Ronda Devine](#), (502) 564-5279, ext. 4444 (KY State Reporting Import Wizard, Extended Census Import Wizard)
- [Samantha Engstrom](#), (502) 564-5279, ext. 4434 (Student Records Transfer, Enrollment History Import Wizard)
- [Tonia Hickman](#), (502) 564-5279, ext. 4062 (Immunization Import Wizard Health Condition Import Wizard, Health Condition Import Wizard)

Office of Special Education and Early Learning

- [Kathie Anderson](#), (502) 564-4970 (Gifted and Talented)
- [Amy Patterson](#), (502) 564-4970, ext. 4513 (KY State Reporting Import Wizard, Special Ed Evaluation Import Wizard, IEP Import Wizard)
- [Gerald Brashear](#), (502) 564-4970, ext. 4519 (PLP Import Wizard, PLP Documents Import Wizard)

Office of Continuous Improvement and Support

- [Windy Spalding](#), (502) 564-5130, ext. 4063 (Extended Census Import Wizard, English Learners (EL) Import Wizard, Homeless Summary and Foster Student)

Office of Education Technology

- [DeDe Conner](#), (502) 564-2020, ext. 2479 (Assessment Import Wizard)
- [Madalyn White](#), (502) 564-2020, ext. 2476 (Transcript Import Wizard)

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

July 1, 2024

Review for 2024-25 School Year

Data Standard Student Records Transfer

Rev. 7/1/2024

Contents

Ownership and History	1
Overview.....	3
Section A – Student Records Transfer	4
Section B – KY State Reporting Import Wizard.....	10
Enrollment Special Ed Elements	11
Gifted and Talented Status.....	11
Attendance Transferred Summary from Last Enrolled District	12
Section C – Enrollment History Import Wizard	12
Section D – Special Ed Evaluation Import Wizard.....	13
Section E – Special Ed Documents Import Wizard	15
Section F – IEP Import Wizard	16
Section G – English Learners (EL) Records Transfer	18
Section H – Extended Census Import Wizard	20
Section I – Transcript Import Wizard.....	21
Section J – Assessment Import Wizard	22
Section K – Immunization Import Wizard	24
Section L – Health Condition Import Wizard	25
Section M – Health Condition Import Wizard.....	26
Section N – PLP Plan Import Wizard.....	26
Section O – PLP Documents Import Wizard	27
Section P - Homeless Summary used to create Homeless record	28

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
- National Reporting

Data Standard Student Records Transfer

Rev. 7/1/2024

- 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

Tool Search: 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).

Data Standard Student Records Transfer

Rev. 7/1/2024

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**

Data Standard Student Records Transfer

Rev. 7/1/2024

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></div>					

Submit Request

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.

Message Center ☆

All Items	Process Alerts	Announcements
-----------	----------------	---------------

New Select All Remove Search Sort by: Date (newest) ▼

Message Center (144)

☐ Records Transfer [Request for you to release to \[REDACTED\] County, \[REDACTED\] 573 Grade 05 School \[REDACTED\]](#)

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

Data Standard Student Records Transfer

Rev. 7/1/2024

- 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.

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

The screenshot shows the 'Transfers' section of the system. At the top, there are two buttons: 'New State Transfer Request' (in blue) and 'New National Transfer Request' (in white). Below these is a table with the following columns: Request Date, Name, Status, Requesting District, and Releasing District. The table contains one row of data: Request Date is 02/21/2024, Name is redacted, Status is 'released', Requesting District is 'County', and Releasing District is '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.

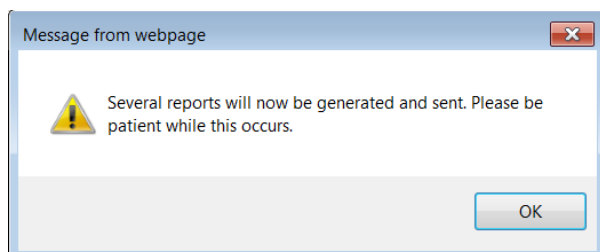
The screenshot shows the 'Records Transfer' form for a student named Harry Potter. The form is divided into several sections. The 'Student' section includes fields for Last Name (Potter), First Name (Harry), Middle Name (James), Gender (M), Birthdate (12/27/1999), SSN, Grade (10), and School (15-16 High School). The 'Enrollment Type' is set to 'Primary'. The 'Requesting District & User' section includes fields for District (301 County), Name (System Administrator), Username (KDEadmin), Request Date (08/19/2016), Work Phone, and Email (administrator@knox.kyschools.us). The 'Releasing District & User' section includes fields for District (151 County), Name (System Administrator), Username (KDEadmin), Release Date (08/19/2016), Work Phone, and Email. A red oval highlights the 'Overlap' field, which contains the text 'Overlap (08/05/2015-05/15/2016) 15-16 COUNTY HIGH SCH Grade: 10'. At the bottom of the form, there are three buttons: 'Release Records', 'Reject Request', and '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

Data Standard Student Records Transfer

Rev. 7/1/2024



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

Status: Records released.		
<u>Transfer Documents</u>		<u>Data imports</u>
Transcript	Term 1 - Progress Grade 1	Transcript Import Wizard
Census Contact Summary	Term 1 - Progress Grade 2	Extended Census Import Wizard
Extended Census Summary	Term 1 - Semester Grade	Enrollment History Import Wizard
Enrollment History	Term 2 - Progress Grade 1	Assessment Import Wizard
Schedule	IEP	Immunization Import Wizard
Attendance Period Detail	Special Ed Evaluation	Health Condition Import Wizard
Assessment Summary	IEP Documents	Health Screening Import Wizard
Behavior Summary	PLP	IEP Import Wizard
EL Document	PLP Documents	Special Ed Evaluation Import Wizard
Gifted & Talented Documents	Health Documents	Special Ed Documents Import Wizard
Homeless Services Documents	Counseling Documents	PLP Import Wizard
Gifted	ILPA	PLP Documents Import Wizard
Health Condition Summary	ILPA Documents	Health Documents Import Wizard
Health Screening Summary	English Learners (EL)	Counseling Documents Import Wizard
Health Immunization Summary	EL Services	Gifted Documents Import Wizard
Homeless Summary	EL Accommodations	ILPA Import Wizard
Homeless Service Summary	Adult Ed	ILPA Documents Import Wizard
	Early Learning	KY State Reporting Import Wizard
	Supplemental School Year Program	English Learners (EL) Import Wizard
	Foster Care	
	BIE Foster Care	

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.

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

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

Data Standard Student Records Transfer

Rev. 7/1/2024

Message Center ☆

All Items Process Alerts Announcements

New Select All Remove Search Sort by: Date (newest) ▼

Message Center (144)

☐ Records Transfer Request for you to release to ██████████ County ██████████ 573 Grade 05 School ██████████

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.

Status: Records released.		
Transfer Documents		Data imports
Transcript	Term 1 - Progress Grade 1	Transcript Import Wizard
Census Contact Summary	Term 1 - Progress Grade 2	Extended Census Import Wizard
Extended Census Summary	Term 1 - Semester Grade	Enrollment History Import Wizard
Enrollment History	Term 2 - Progress Grade 1	Assessment Import Wizard
Schedule	IEP	Immunization Import Wizard
Attendance Period Detail	Special Ed Evaluation	Health Condition Import Wizard
Assessment Summary	IEP Documents	Health Screening Import Wizard
Behavior Summary	PLP	IEP Import Wizard
EL Document	PLP Documents	Special Ed Evaluation Import Wizard
Gifted & Talented Documents	Health Documents	Special Ed Documents Import Wizard
Homeless Services Documents	Counseling Documents	PLP Import Wizard
Gifted	ILPA	PLP Documents Import Wizard
Health Condition Summary	ILPA Documents	Health Documents Import Wizard
Health Screening Summary	English Learners (EL)	Counseling Documents Import Wizard
Health Immunization Summary	EL Services	Gifted Documents Import Wizard
Homeless Summary	EL Accommodations	ILPA Import Wizard
Homeless Service Summary	Adult Ed	ILPA Documents Import Wizard
	Early Learning	KY State Reporting Import Wizard
	Supplemental School Year Program	English Learners (EL) Import Wizard
	Foster Care	
	BIE Foster Care	

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.

Data Standard Student Records Transfer

Rev. 7/1/2024

- 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.

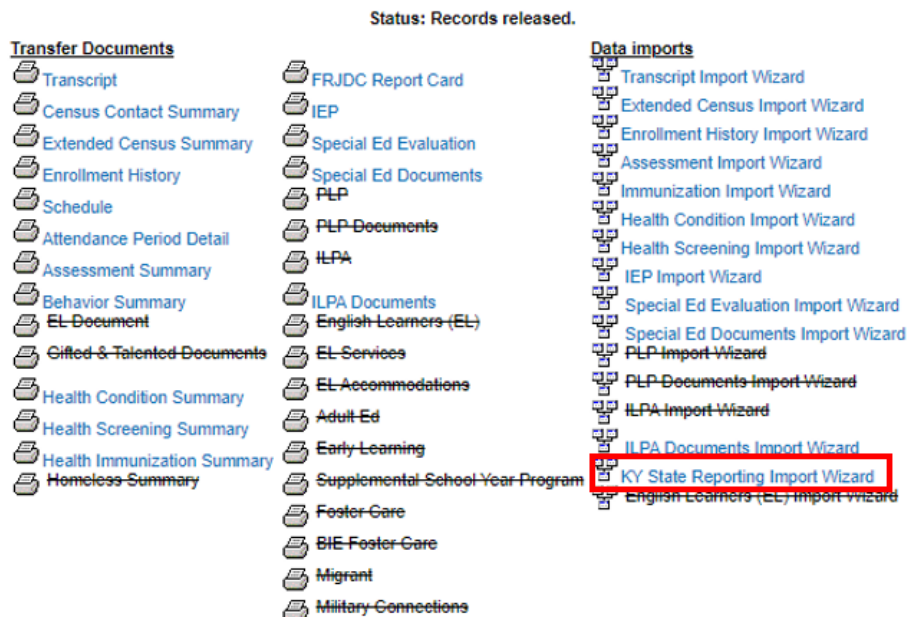
Section B – KY State Reporting Import Wizard

Tool Search: 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. The new district can also remove the Special Ed Exit Status and Special Ed Exit Date as well.

Data Standard Student Records Transfer

Rev. 7/1/2024

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

Enrollment State Reporting Elements

Enrollment State Reporting Elements	
State Exclude	Perkins Only
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Immigrant	<input type="checkbox"/> Refugee
<input type="checkbox"/> Out Of State	<input type="checkbox"/> Extra Year in Primary
<input type="checkbox"/> Program 504	School Choice
<input type="checkbox"/> Foreign Exchange	
Dropout Questionnaire	
Resident District	
Select a Value	
Dropout/KTS Primary School	Dropout/KTS Primary District
Select a Value	Select a Value
KEES Override	<input type="checkbox"/> Underage Waiver

Enrollment Special Ed Elements

Enrollment Special Ed Elements		
Special Ed Status		
Primary Disability		
Setting		
Date Eligible but Refused	Special Ed Exit Status	Special Ed Exit Date
PartC ID		

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.

Gifted & Talented Status			
*Gifted Category	*Year Identified	*Start Date	End Date
	2021		
<input type="checkbox"/> Gifted Declined Services	<input type="checkbox"/> Gifted Underachieving		
Service Delivery Options: (At least 2 Service Delivery Option checkboxes must be selected)			
<input type="checkbox"/> Various Acceleration Options			
<input type="checkbox"/> Early Exit from Primary <input type="checkbox"/> Grade Skipping <input type="checkbox"/> Subject Area Higher Grade Level <input type="checkbox"/> Early Entry to Kindergarten			
<input type="checkbox"/> Dual Enrollment Courses <input type="checkbox"/> Dual Credit Courses <input type="checkbox"/> Early Exit from High School			
<input type="checkbox"/> Academic Competition or Optional Extracurricular Offering			
<input type="checkbox"/> Advanced Placement and Honors Courses			
<input type="checkbox"/> Collaborative Teaching			
<input type="checkbox"/> Consultation Services			
<input type="checkbox"/> Special Counseling Services			
<input type="checkbox"/> Differentiated Study Experiences in the Classroom			
<input type="checkbox"/> Differentiated Individual Study <input type="checkbox"/> Differentiated for Cluster Groups			
<input type="checkbox"/> Distance Learning			
<input type="checkbox"/> Video Courses <input type="checkbox"/> Other Online Course			
<input type="checkbox"/> Enrichment Services (School Day)			
<input type="checkbox"/> Independent Study			
<input type="checkbox"/> Mentorships			
<input type="checkbox"/> Resources Services			
<input type="checkbox"/> Pull-out Setting <input type="checkbox"/> Appropriate Instructional Setting <input type="checkbox"/> Consortium			
<input type="checkbox"/> Seminars			
<input type="checkbox"/> Travel Study Options			
<input type="checkbox"/> Special Schools (4-12)			
<input type="checkbox"/> Self-Contained Classrooms (4-12)			

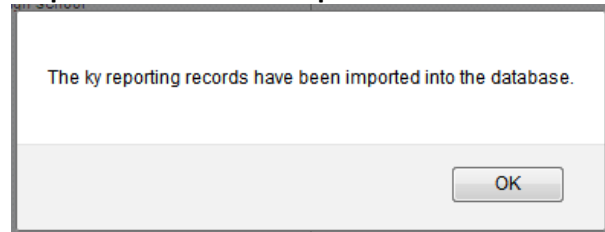
Data Standard Student Records Transfer

Rev. 7/1/2024

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 section under Program Participation.

Main Menu	Program Administration	Program Participation
Instruction	Academic Plan Progress Batch Report	Career Readiness
Student Information	Academic Plan Status Report	Foster Care
	Academic Program Setup	Gifted & Talented
	English Learners (EL) Service Type Setup	Gifted Documents
	Federal/State Program Update Wizard	
	Elapse Setup	

- 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.

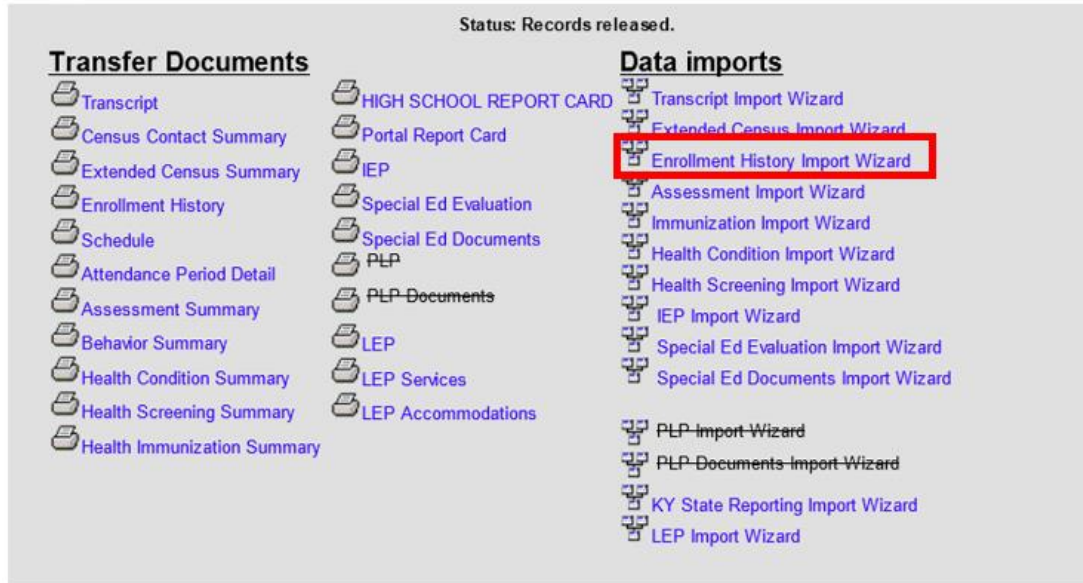
Section C – Enrollment History Import Wizard

Tool Search: 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.

Data Standard Student Records Transfer

Rev. 7/1/2024



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

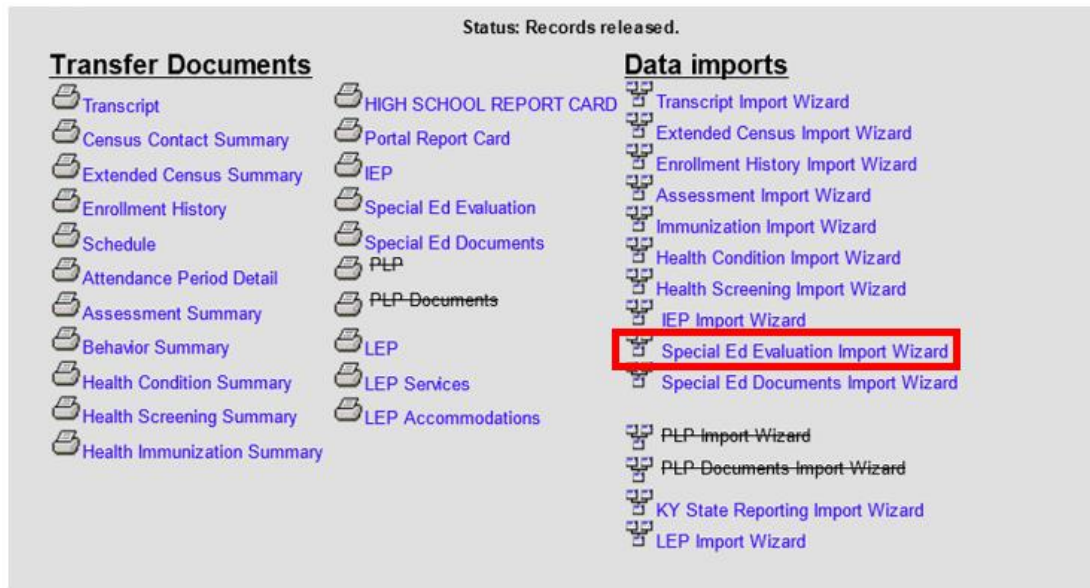
Section D – Special Ed Evaluation Import Wizard

Tool Search: 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.

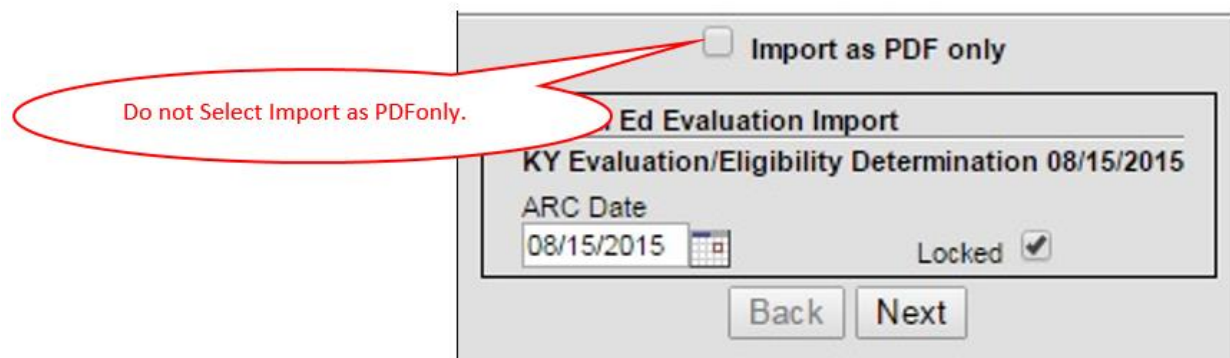
Data Standard Student Records Transfer

Rev. 7/1/2024



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



Data Standard Student Records Transfer

Rev. 7/1/2024

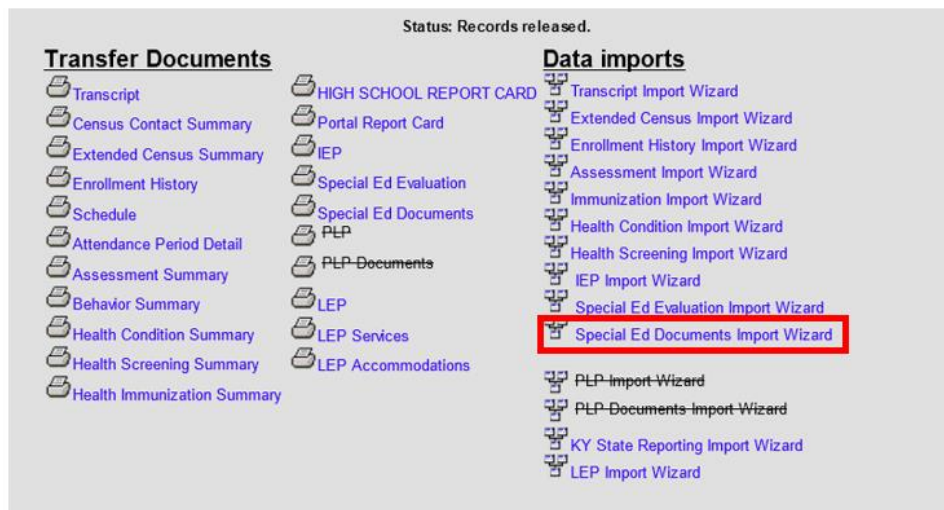
4. Path: Student Information > Special Education > General > Documents
Verify in student record that the Evaluation/Eligibility Determination is now available as an editor-based document.



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

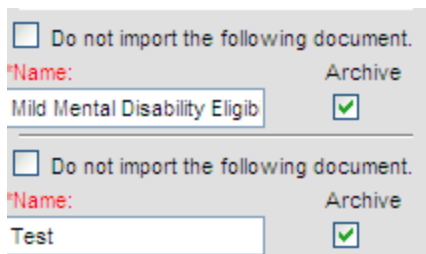
Section E – Special Ed Documents Import Wizard

Tool Search: 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

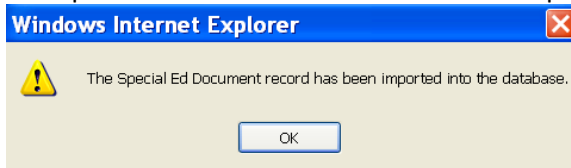


Data Standard Student Records Transfer

Rev. 7/1/2024

- 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.

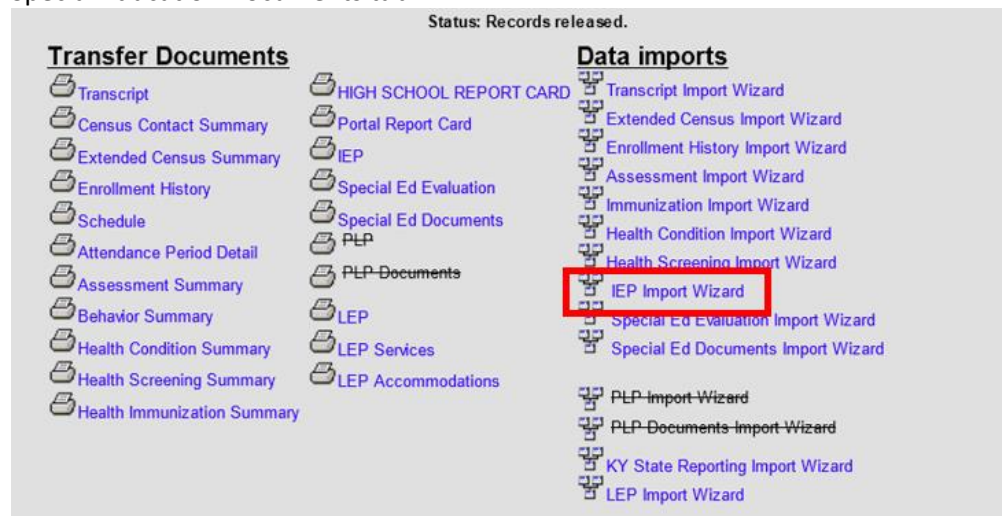


Note: These documents will open as a PDF in Adobe outside the IC system. Changes cannot be made to the documents.

Section F – IEP Import Wizard

Tool Search: 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.



Data Standard Student Records Transfer

Rev. 7/1/2024

☐ 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 ☒

☐ Do not import the following service.

*Service: Social Skills Instruction

Service Provider:

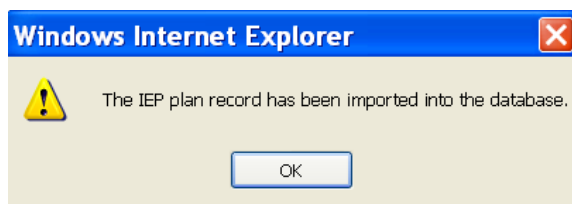
Service Position: SPECIAL EDUCATION TEACHER Display on Print ☒

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

Tool Search: 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 records 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.

Data Standard Student Records Transfer

Rev. 7/1/2024

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:

Identified Date:

Expected Exit Date:

Program Exit Date:

Parent Notified:

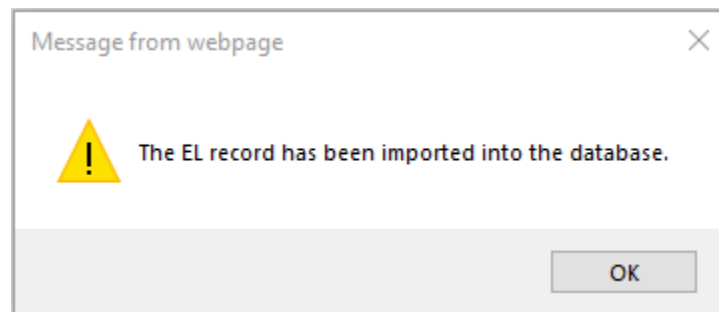
Parent Declined: ☐

Parent Declined Date:

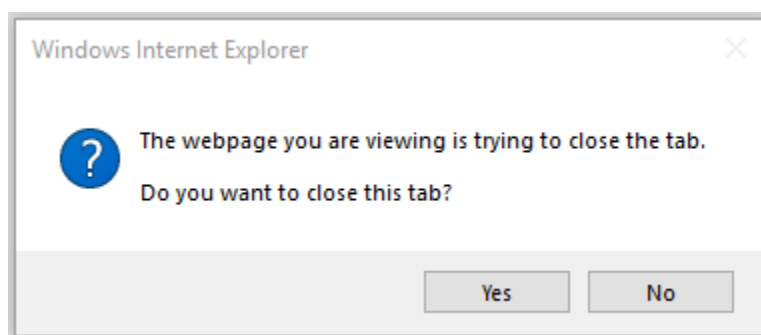
Interrupted Schooling: ☐

Comments:

- 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.

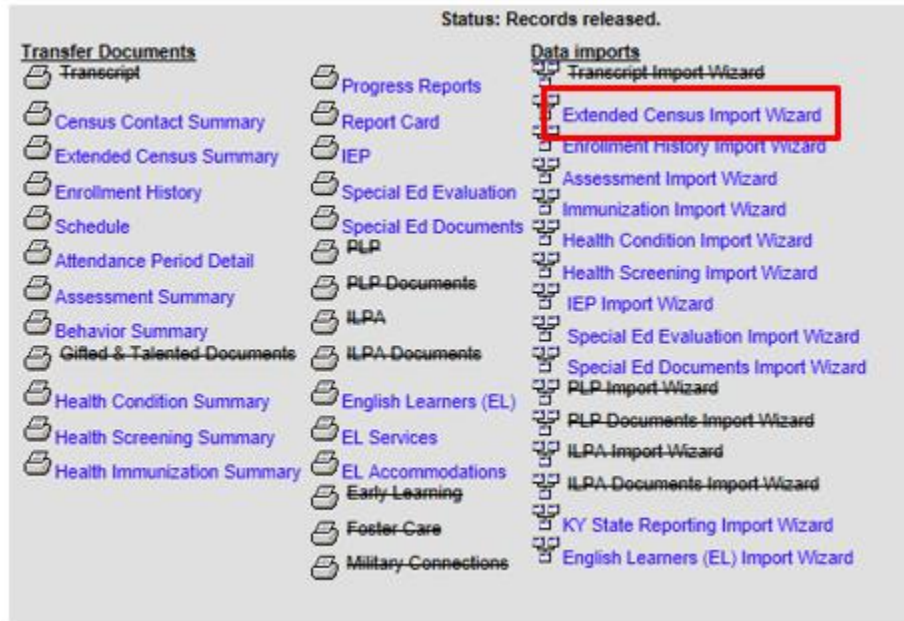


- c. User is now redirected back to the summary/import screen.

Section H – Extended Census Import Wizard

Tool Search: 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.

Student Records Transfer - Extended Census Import

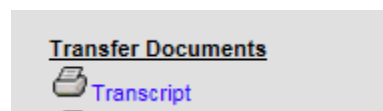
Import Census records from
Enter the transferred data from the releasing district into your own local database.
Values entered in the 'Value to Save' column will be saved into the student's current identity record.

	Current Value	Imported Value	Value to Save
Birth Country	<u>United States</u>	<u>United States</u>	2310: United States
Date Entered US			
Date Entered US School			10/16/2018
Home Primary Language	<u>Kazakh</u>	<u>Kazakh</u>	Kazakh
Native American Language			
Birth Verification			
NickName			
Save			

Section I – Transcript Import Wizard

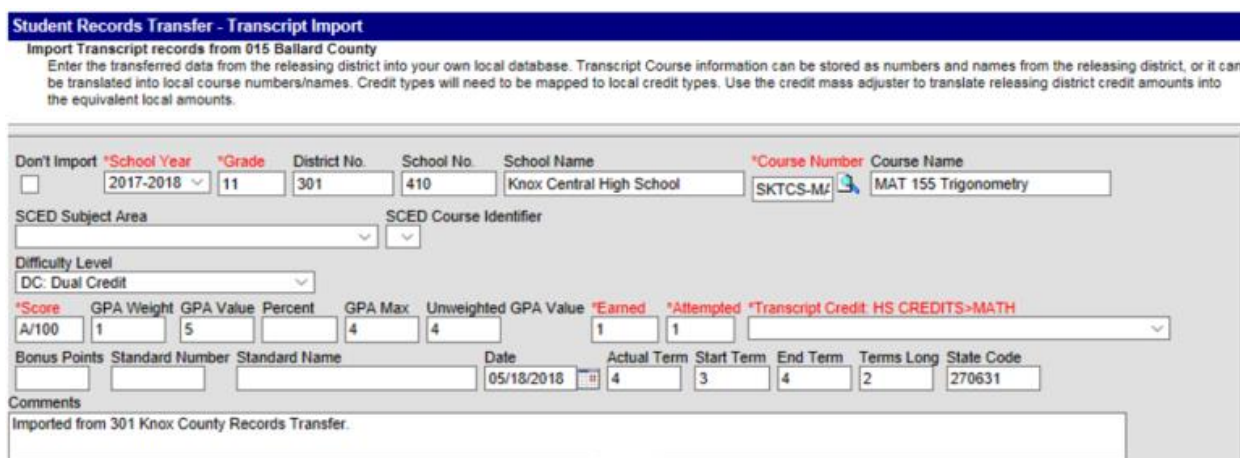
Tool Search: Records Transfer

Not all school's 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.

A screenshot of a web-based form titled 'Student Records Transfer - Transcript Import'. The form contains various input fields and dropdown menus for importing transcript data. Fields include: 'Don't Import' (checkbox), '*School Year' (dropdown set to 2017-2018), '*Grade' (dropdown set to 11), 'District No.' (text box with 301), 'School No.' (text box with 410), 'School Name' (text box with Knox Central High School), '*Course Number' (text box with SKTCS-M), and 'Course Name' (text box with MAT 155 Trigonometry). There are also sections for 'SCED Subject Area', 'SCED Course Identifier', 'Difficulty Level' (dropdown set to DC: Dual Credit), and a table for course details with columns for *Score, GPA Weight, GPA Value, Percent, GPA Max, Unweighted GPA Value, *Earned, *Attempted, *Transcript Credit, and HS CREDITS-MATH. At the bottom, there are fields for Bonus Points, Standard Number, Standard Name, Date (05/18/2018), Actual Term (4), Start Term (3), End Term (4), Terms Long (2), and State Code (270631). A comments section at the very bottom contains the text '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.

Data Standard Student Records Transfer

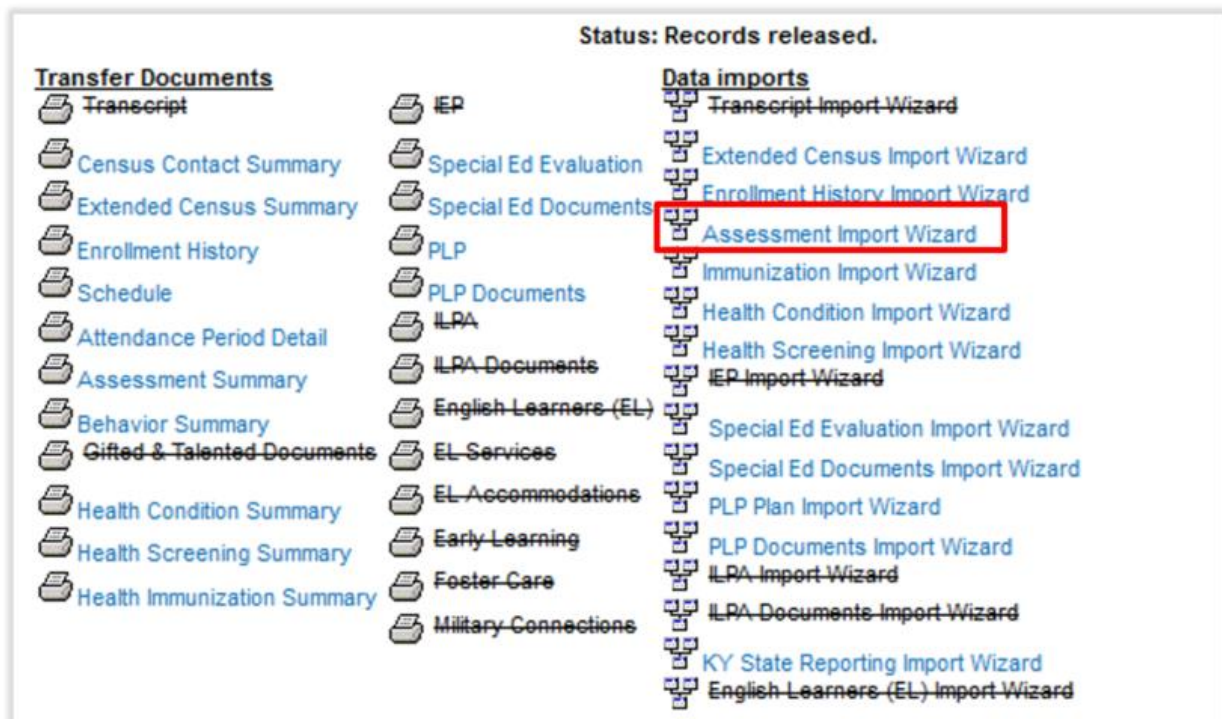
Rev. 7/1/2024

- 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

Tool Search: Records Transfer

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



Data Standard Student Records Transfer

Rev. 7/1/2024

Student Records Transfer - Assessment Import

Import Assessment records from [REDACTED] 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.

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

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.

ACT (KDE)

Test

ACT (KDE)

Not Imported

10-11 PLAN (KDE-PLAN-10-11)

ACC (ACC)

ACT (KDE)

ACT (KDE_Reported_NATL)

ACT (KY_Official_Jr)

ACT (ACT)

ACT-M (KY_State-allowed_Jr)

Advanced Placement (AP)

ALT ACCESS (KDE-ACCESS-T)

ASVAB (CR-A)

CAT10 (CAT10)

CAT11 (CAT11)

CAT12 (CAT12)

Imported from [REDACTED]
County Records Transfer.

Date	Scale Score	Raw Score	Percent	Percentile	Question Count	Normal Curve Equivalent
03/01/2015						
Result ()						
Comments						
Imported from [REDACTED] County Records Transfer.						

Date	Scale Score	Raw Score	Percent	Percentile	Question Count	Normal Curve Equivalent
03/01/2015	28					
Result ()						
Comments						
Imported from [REDACTED] County Records Transfer.						

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

Data Standard Student Records Transfer

Rev. 7/1/2024

The screenshot displays the 'Data Standard Student Records Transfer' interface. On the left, there is a 'Test' dropdown menu currently set to 'ACT (KDE)'. Below it, a 'Result ()' dropdown is set to 'No Result List'. A 'Comments' box contains the text 'Imported from 291 Kenton County Records Transfer.' Below the comments, a 'Strand: ACT Composite (ACT-C)' label is visible. A search bar is present, and a list of test options is shown: 'Not Imported', 'ACT Composite' (highlighted in blue), 'ACT English', 'ACT Mathematics', 'ACT Reading', and 'ACT Science'. To the right of the search bar, there are three data tables, each with columns: 'Date', 'Scale Score', 'Raw Score', 'Percent', 'Percentile', 'Question Count', and 'Normal Curve Equivalent'. The first table has a date of '03/01/2015' and empty score fields. The second table has a date of '03/01/2015' and a 'Scale Score' of '28'. The third table has a date of '03/01/2015' and a 'Scale Score' of '31'. At the bottom left, another 'Comments' box contains the text 'Imported from [redacted] County Records Transfer.'

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

This screenshot shows the same interface as the previous one, but with the 'Test' dropdown menu set to 'Not Imported'. The 'Result (HI)' dropdown is also set to 'No Result List'. The 'Comments' box now contains the text 'Imported from [redacted] County Records Transfer. HI'. The data tables on the right are still present, with the first table showing a 'Scale Score' of '242'. A 'Save' button is located at the bottom center of the interface.

Section K – Immunization Import Wizard

Tool Search: 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**.

Data Standard Student Records Transfer

Rev. 7/1/2024

Student Records Transfer - Immunization Import

Import Vaccine Shot data from ██████████ 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

Tool Search: 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**.

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
Comments					
Imported from 281 Jessamine County.					
Save					

Data Standard Student Records Transfer

Rev. 7/1/2024

Section M – Health Condition Import Wizard

Tool Search: 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 [redacted] 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 08/14/2003 *Type Vision/Hearing

Comments
Imported from [redacted] 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 11/09/2005 *Type Vision/Hearing

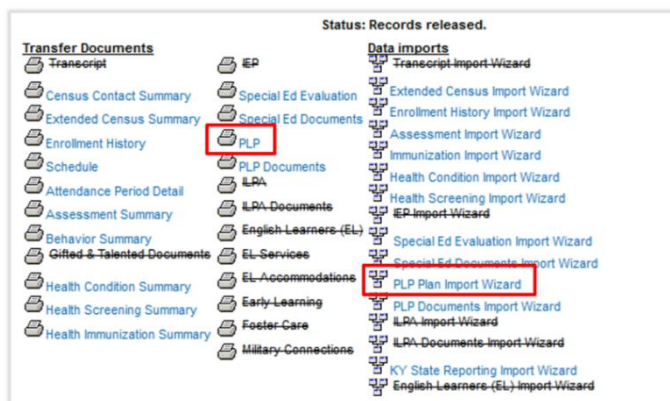
Comments
Imported from [redacted] County.

HealthScreeningVision visionDate=11/09/2005 visionStatus=P corLens=NO visionTest=S
HealthScreeningDental religiousObjection=false proofOfAppointment=false

Section N – PLP Plan Import Wizard

Tool Search: 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.



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.

Data Standard Student Records Transfer

Rev. 7/1/2024

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	End Date
08/13/2018	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

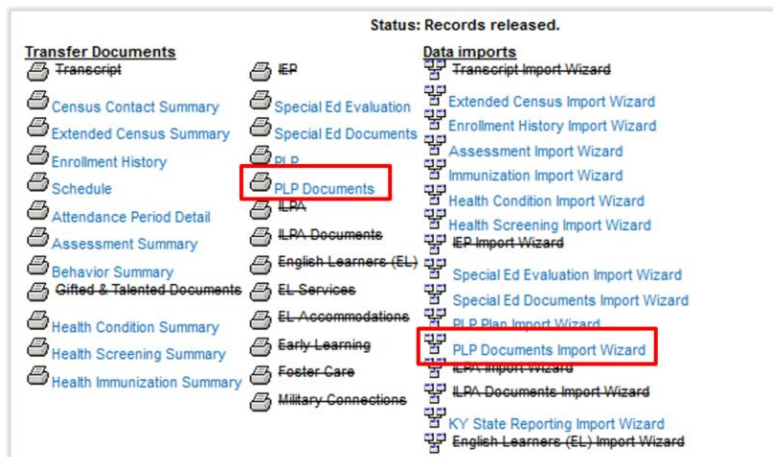
Comments
Imported from *****

Back Next

Section O – PLP Documents Import Wizard

Tool Search: 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.



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.

Data Standard Student Records Transfer

Rev. 7/1/2024

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.

PLP Documents Import

☐ Do not import the following document.

*Name:

test

Archive

☒

Save

Section P - Homeless Summary used to create Homeless record

Tool Search: 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.

Status: Records released.

Transfer Documents

Transcript

Census Contact Summary

Extended Census Summary

Enrollment History

Schedule

Attendance Period Detail

Assessment Summary

Behavior Summary

Gifted & Talented Documents

Health Condition Summary

Health Screening Summary

Health Immunization Summary

Homeless Summary

HS Report Card

Progress Report

IEP

Special-Ed-Evaluation

Special Ed Documents

PLP

PLP Documents

ILRA

ILRA Documents

English Learners (EL)

EL Services

EL Accommodations

Early Learning

Foster Care

Migrant

Military Connections

Data imports

Transcript Import Wizard

Extended Census Import Wizard

Enrollment History Import Wizard

Assessment Import Wizard

Immunization Import Wizard

Health Condition Import Wizard

Health Screening Import Wizard

IEP Import Wizard

Special-Ed-Evaluation-Import Wizard

Special Ed Documents Import Wizard

PLP Import Wizard

PLP Documents-Import Wizard

ILRA-Import Wizard

ILRA Documents-Import Wizard

KY State Reporting Import Wizard

English Learners (EL) Import Wizard

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