

MOBILE COUNTY PUBLIC SCHOOL SYSTEM

TRANSFER OF STUDENT PERMANENT RECORDS AND SPECIAL EDUCATION RECORDS

1. Student Permanent record/folder must contain the following:
 - Copy of student's transcript (end of each year attendance and stapled together)
 - Test Data card (SS-523)
 - Copy of student's most recent end-of-year report card
 - Current year's proofs of residence
 - Copy of parent/guardian photo ID
 - Cumulative School Health Record Card (SS-518)
 - Copy of certified birth certificate
 - IMM-50 (Immunization card)
 - Copy of student's social security card
 - ESL Home Language Survey
2. Special Education folder must contain the following:
 - Current IEP including BIP, if applicable
 - Most recent eligibility report
 - Most recent psychological report
3. Schools must use the OFFICIAL REQUEST FOR STUDENT RECORDS (SS-444A) form to request student's permanent records and special education records.
4. When a student transfers to a school, the sending school must process the request for the permanent record and/or the special education record within five (5) school days. The student's special education record must accompany the student's permanent record to the receiving school.
5. Under no circumstances should a system school withhold permanent record or special education record from another system school after a request has been made.
6. A school should not withhold permanent record or special education record from an out-of-county or out-of-state school after a request has been made. In extenuating circumstances, if a problem has occurred with a student's permanent record, the Supervisor of Guidance Services and Student Records should be notified. If a problem has occurred with a special education record, the Executive Director of Special Education should be notified.
7. The receiving school should be notified at first contact if a student was receiving special education services. All special education records must be included when sending permanent folders. Once the student is enrolled in another school within the system or state through STI InformationNow, the special education information in STISETS is electronically transferred and can be accessed by the LEA at that school.
8. When a student withdraws/transfers during the school year, the permanent record and special education record should be checked for completeness and accuracy. The supporting data showing academic progress and attendance data should be attached to the permanent record.
9. The school that has the permanent record at the end of the term is responsible for total year's attendance data and academic grades.
10. If students are transferring within the system, the original records are sent to the receiving school. Only **copies** of school records should be sent for students transferring to out-of-county or out of-state schools. **Never send the original records to out of system schools.**