

**STUDENT RECORDS  
FAP/SRP**

**Adopted:                      8/9/00  
Revised:                      April 2020**

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## **Transfer of Student Records**

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*The SELPA shall be considered as a single entity with respect to the processing of student records as needed in the instructional plan of the student.*

When a student transfers to another school district or to a private school, a copy of the student's Mandatory Permanent Pupil Record (as described in SELPA Policy No. 7015) shall be transferred upon request to the other district or private school. The original or a copy must also be retained permanently by the sending district.

If the transfer is to another California public school, the entire Mandatory Interim Pupil Record (as described in SELPA Policy No, 7015) shall be forwarded. If the transfer is to a private school or an out of state public school, the Mandatory Interim Pupil Record may be forwarded.

Permitted student records (as described in SELPA Policy No. 7015) may also be forwarded.

The transferring school district shall maintain copies of all mandatory permanent pupil records and no less than three years of special education records.

Student records shall not be withheld from the requesting school district because of any charges of fees owed by the student or his/her parent/guardian. This provision applies to students in grades K-12 in both public and private schools.

**References:**                      20 USC 1412(a)(8), 1417(c)  
EC 56205(a)(8); 5 CCR Sec. 438

**SELPA Publications:**                      Privacy of Education Records – A Primer  
SELPA Policy No., 7015

FERPA Form