

**Adopted:** March 12, 2015

**Revised:**

## **HARBOR CITY INTERNATIONAL SCHOOL POLICY No. 5.3.4**

### **TRANSFER OF EDUCATIONAL RECORDS**

#### **I. PURPOSE**

The purpose of this policy is to set forth HCIS's intention to transmit educational records to a student's new school as required by law.

#### **II. POLICY STATEMENT**

It is the policy of HCIS to establish a policy of transferring educational records that complies with the requirements of state law.

#### **II. TRANSFER OF RECORDS TO SCHOOL OF ENROLLMENT**

- A.** Upon request, HCIS will transmit a student's educational records, within ten business days of the request, to the school district, charter school, or nonpublic school in which the student is enrolling.
- B.** The transmitted records will include information about any formal suspension, expulsion, and exclusion action under the Minnesota Pupil Fair Dismissal Act. If the school has received from the court any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property or for certain other illegal acts as set forth in Minn. Stat. §260B.171, subd. 3, the disposition order must also be included in the transmitted records.
- C.** As part of its annual notice under the Family Educational Rights and Privacy Act (FERPA), HCIS will notify parents that formal disciplinary records will be included in the records sent to the new school.
- D.** Upon request, HCIS will provide the parent with a copy of the education records which have been transmitted and provide an opportunity for a hearing to challenge the content of those records.

**Legal References:** Minn. Stat. §124D.10 (Charter School Law)  
Minn. Stat. Ch. 13 (Government Data Practices Act)  
Minn. Stat. §120A.22, subd. 7 (Compulsory Instruction – Transfer of Educational Records)  
Minn. Stat. §§121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. §121A.75 (Sharing Disposition Order and Peace Officer Records)

Minn. Stat. §260B.171, subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)

Minn. Rules Parts 1205.0100-1205.2000

20 U.S.C. §1232g *et seq.* and 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act)

20 U.S.C. §6301 *et seq.* (No Child Left Behind)