

TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION

Records Request and Transfer Procedures

1039

Each authorized charter school is responsible for maintaining cumulative records for each student enrolled in an authorized charter school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career, as outlined in Commission LEA Policy 6600, Student Records and Confidentiality.

Upon enrollment in an authorized charter school, the school shall immediately request records from the student's previous school district or other TPCSC-authorized school.

- For schools requesting records from a Memphis-Shelby County Schools, the following process shall be used:
 - Contact the school from which the student is transferring to request a copy of the student's cumulative file, including the student's Individualized Education Program (IEP) or behavior plans, if applicable. The charter school should make multiple attempts to obtain the student's records directly from the previous school.
 - If the student's previous school is unresponsive or unable to provide the student's records are not received after three (3) outreach attempts, then the charter school shall contact the Memphis-Shelby County Schools central office to request a copy of the student's records.
- For schools requesting records from Metro Nashville Public Schools, the following process shall be used:
 - Submit a written request on the charter school letter head requesting the records from the school from which the student is transferring and the zoned school. An individual request letter must be provided for each student.
 - Request a copy of the student's cumulative file, including the student's Individualized Education Program (IEP), behavior plans, or Individualized Learning Plan (ILP) and English Learner (EL) folder if applicable. The charter school should clearly indicate on the records request that the requesting charter school is outside of the receiving school's district. Upon receiving a records request, the receiving school will send the student's records to the Metro Nashville Public Schools central records office, which will then provide the student's records to the requesting charter school.
 - Submit a written request to the applicable MNPS enrollment center requesting withdrawal of the student.
 - If the student's previous school is unresponsive or the student's records are not received after three (3) outreach attempts, then the charter school shall contact the Metro Nashville Public Schools central records office to request a copy of the student's records.
 - If Metro Nashville Public Schools is unable to provide the student's records, the charter school shall contact the Commission after three unsuccessful outreach attempts. The school must provide the following to the Commission:
 - A copy of the enrollment request letter for the applicable student(s)

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- A spreadsheet with the dates of each outreach attempt. The school must make three outreach attempts, no fewer than one week apart each, before contacting Commission staff.
- For schools requesting records from Rutherford County Schools or other TPCSC authorized charter schools, the following process shall be used:
 - The charter school shall request the student's parent or legal guardian sign a completed Student Records Request located at the end of this document.
 - The school will either fax or email the completed and signed request to the previous school.
 - The prior school will gather the cumulative records information and send to the Commission school, or the Commission school may retrieve the physical copy from the previous school.
 - Schools authorized by the Commission shall respond within 5 business days to records request, either by fax or other secure delivery method.
 - If the student's previous school is unresponsive or the student's records are not received after three (3) outreach attempts, then the charter school may notify the Commission of the failure of the school to respond.
 - The school must provide the following to the Commission:
 - A copy of the enrollment request letter for the applicable student(s)
 - A spreadsheet with the dates of each outreach attempt. The school must make three outreach attempts, no fewer than one week apart each, before contacting Commission staff.

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STUDENT RECORDS REQUEST

Student Information:

Name:	
Date of birth:	
ID Number:	
Current Grade:	

Transferring School Information:

Last School Attended:	
Point of Contact:	
Phone/Fax Number:	

Current/New School Information:

Please forward the student's cumulative record including academic records, health records, disciplinary records, attendance report, and scholarship record in accordance with the Family Education Rights and Privacy Act, codified at 20 U.S.C. § 1232g. to:

School Name:	
Point of Contact:	
School Address:	
School Phone/Fax Number:	

This request for student records is being made on behalf of the undersigned parent/guardian for the purpose of school transfer.

Parent/Guardian Name:	
Phone Number:	
Email Address:	

Parent/Guardian Signature

Date