



## **Transfer of Educational Records**

*Adopted: March 8, 2018*

*Revised:*

### **I. PURPOSE**

The purpose of this policy is to set forth the intention of East Range Academy of Technology and Science to transmit educational records to a student's new school as required by law.

### **II. POLICY STATEMENT**

It is the policy of East Range Academy 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, East Range Academy 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 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), East Range Academy will notify parents that formal disciplinary records will be included in the records sent to the new school.
- D. Upon request, East Range Academy 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.