

Transfers and Withdrawals Records

For students entering from other school districts, transcripts shall be requested from the school previously attended. Records are transferred when students move from one school to another within our system. Should a student enter from a school outside our system who has at one time attended within the Bismarck Public School system, his/her old records shall be combined with records received from the district where the student was previously enrolled.

Transfers between public and private schools within the District are handled in the same manner as out-of-district transfers in regard to the transfer of records.

The Superintendent shall establish procedures for transfer and withdrawal of student records to ensure uniformity. The procedure shall be consistent with district policy on student records and shall conform to all applicable state and federal laws, including the Federal Education Rights and Privacy Act the Individuals with Disabilities Education Act, and the Compact on Educational Opportunity for Military Children, when applicable. In the event of a transfer or withdrawal, the District will not provide parents with official educational records.

Complementary Documents

- FACA, Placement and Adjustment of Transfer Students
- FACB-E, Student Residency Verification
- FACB-E2, Student Residency Checklist
- FGA, Student Education Records
- FGA-BR, Student Education Records Access and Amendment Procedure
- FGAA, Student Counseling and Guidance Records and Confidentiality