MSD: Records Transfer, Missing Child Flags, Cohort Documentation, and Review Log

Within fourteen (14) days after enrolling a transfer student, the school shall request a certified copy of the student's record directly from the previous school, except where a shorter timeline applies under law for military children. A District school receiving a request to forward a transferring student's record shall comply within the legal timeline unless the record has been flagged as the record of a missing child, in which case the school shall follow the missing-child reporting and records-hold procedures required by law and District policy.

Before a student is removed from a cohort as a transfer, the school shall maintain written confirmation of the transfer, such as a records request from the receiving school, an approved home school or distance education application, evidence of transfer in a state data system, or a written acknowledgement of enrollment from an official in the receiving school. Telephone conversations or other verbal reports are not sufficient standing alone for cohort removal documentation.

Each school shall maintain a records request and review log or comparable electronic audit trail showing who reviewed student records, the date of review, the reason for review, and the student record involved. The log is an administrative control and does not expand access beyond access permitted by this policy, FERPA, state student privacy law, or the District's data governance plan.

Source: MSD Policy 6030, Student Records Policy, approved 2022; MSD Policy 6000, Eligibility and Admissions Requirements, approved 2026.