

**Spectrum Charter School
4369 Northern Pike
Monroeville, PA 15146**

Board of Trustees Policy 800.1

TRANSFER OF RECORDS POLICY

When a child transfers from the Spectrum Charter School (“Charter School”) to another public agency, private school, approved private school, or a private agency, the Charter School shall forward a certified copy of the student’s health, disciplinary and educational records, including the most recent IEP, within ten (10) school days after the Charter School is notified in writing that the student is enrolled at the other public agency, private school, approved private school or private agency.

The Administration shall designate a contact person for record transfer requests.

When a new student enrolls at the Charter School, the Administration shall immediately and in writing request the student’s complete records, including but not limited to the student’s health record, disciplinary records and educational records, from the appropriate individuals and ensure that the educational records for a child are received. If the records are not received within two weeks of the written request, another written request must be directed to the appropriate records custodian and sent via certified mail (Return Receipt Requested) and first class mail. The Charter School’s legal counsel shall be contacted by Administration in the event that the records are not received within two weeks of the second written request so that appropriate action may be taken to secure the student’s records.

The Administration shall maintain educational records for children with disabilities consistent with the regulations for the Family Educational Rights and Privacy Act of 1974.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

ADOPTED this _____ day of _____, 2021

President

Secretary