

September 1, 1999

**REGULATION
TRANSFER OF STUDENT RECORDS**

Filing Student Records

Student records shall be current. They shall be filed in the office of the appropriate principal or the office of the superintendent. The permanent record shall include standardized test records, activities, attendance, and citizenship.

Transferring Student Records

The board of education expects principals to be prompt in furnishing transcripts and immunization records of students when requested to do so by school officials. However, the board reserves the right to withhold a student's transcript (including a grade or a record of a grade) or other school records of any student who fails to return a textbook or make payment for the textbook or who owes the school for any other item purchased but not paid for.

The board shall consider the inability of a student to pay for textbooks and other items and shall also consider reasons for non-return of a book or item. No child shall be prevented by this policy from actually receiving a grade to which he/she is entitled or graduating if other requirements are met.

Any records supplied to the school by the student shall not be subject to withholding.

When a school district to which a student has transferred requests records of that student, this district shall, in compliance with state law, forward the records within three business days of receipt of the request. The records shall include a copy of the student's discipline records.

Duplicate copies of student records shall be separate from the building where the original records are filed or shall be filed in a fireproof vault.

References: Printed materials, Standards for Accreditation, Oklahoma Department of Education, February, 1998, pp. 14-15.
HB 2130, 1997 Legislative Session.
SB 65, 1999 Legislative Session