

Student Personnel

Series 500

Policy Title Notification of Transfer of Student Records Code No. 505.1E6

Dear Parents and/or Guardians:

As students move from our school or district to another, it is important to ensure the timely transmission of information so academic decisions can be made effectively and efficiently. As part of the request to transfer your student's records to a new school, the Pleasant Valley Community School District is providing for the electronic exchange of information.

Pleasant Valley, upon receipt of a fax or email from a requesting school/district, will immediately send the following information:

- Basic demographic data
- Most recent grade report
- High school transcript (if applicable)
- Attendance information
- Immunization records

The complete contents of your student's cumulative records will be mailed to follow the electronic transfer of information.

Approved: August 12, 2008