# Student Records Transfer Request Between Local Education Agencies (LEAs)

(USBE Rules IV.V.14.b.(2))

The following student(s) seek(s) or intend(s) to enroll in[LEA]:

The following special education records are requested to be released/disclosed from[LEA]:

IEP file(s)\*

All educational tests, achievement data, and progress reports

All psychiatric/independent evaluations, psychiatric/social/adaptive tests/data, medical records/data, anecdotal and program data

All vocational testing

Other (specify):

\* = IEP file contents include: IEP, FBA/BIP, notice of meeting, anecdotal logs, progress reports, group summary report and eligibility, evaluation results, reevaluation data review, speech evaluation reports, hearing/vision screens, notice of placement/initial placement, prior written notice and consent for evaluation, at-risk interventions, referral for evaluation for special education.

Name of Requesting LEA Staff Name of Transferring LEA Staff

* The LEA transferring the records is allowed to disclose personally identifiable information (PII) without consent from the parent(s) or student who is an adult (USBE Rules IV.V.14.b.(1)).
* The LEA transferring the records must keep a copy of the records for three years after the transfer (USBE Rules IV.V.14.b.(2)(c)).