# Special Education Record Transfer Log

(USBE Rules III.C.3.)

School Name:

| **Date of Request** | **Student Record Requested** | **School (from which records were requested/ sent)** | **School Mailing Address** | **Individual’s Name and Position (to whom records were sent/ requested)** | **Method of Transfer (i.e., mail, fax, hand deliver)** | **Date of Transfer/ Receipt** | **Records Complete?** | **Exit code submitted to UTREX** |
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