

8290.0800 TRANSFER OF SCHOOL RECORDS.

Subpart 1. **Participant request.** A parent or guardian of a program participant who is a student in an elementary or secondary school in Minnesota, or a student in a secondary school in Minnesota who is a program participant who has reached the age of majority, may submit a records transfer request to the secretary of state which shall consist of written consent for: (1) the secretary of state to request the student's records from the student's previous school; (2) the student's previous school to provide by first class mail the student's records to the secretary of state; and (3) the secretary of state to send the records to the student's new school by first class mail. If it is in receipt of a records transfer request, the secretary of state must request the student's records from the student's previous school and provide the student's previous school with the parent's, guardian's, or student's written consent for the school to provide the student's records to the secretary of state. A school that receives such a request must send the student's records to the secretary of state within the time frame required by Minnesota Statutes, section 120A.22, subdivision 7. The secretary of state must forward the records to the student's new school as soon as practicable after receipt.

Subp. 2. **School request.** If a school makes a request of the secretary of state to facilitate the transfer of records for a student who is a program participant, the secretary of state must provide the program participant's parent or guardian or the program participant, if the program participant has reached the age of majority, with the opportunity to provide a records transfer request to the secretary of state, in accordance with subpart 1.

Subp. 3. **Records return.** If the secretary of state is in possession of school records for an individual whose program status is no longer active, the secretary of state shall return the records by first class mail to the student's previous school along with a notification that the student is no longer an active program participant.

Statutory Authority: *MS s 5B.08*

History: *34 SR 819; 50 SR 271*

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