

## PROCEDURES FOR TRANSFER OF RECORDS FOR TITLE I TRANSFER STUDENTS

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A Title I transfer student is a Baltimore County Public School student who has been identified as eligible for Title I transfer option and has been declared an eligible student under applicable Title I Federal guidelines. The parents/guardians of a Title I student will submit an application to the Office of Title I and Grant Assistance in accordance with Title I public school transfer option procedures. The following procedure will apply to the transfer of student records for students approved for Title I transfer option.

#### 1. Definitions

- A. Sending school is the school identified as a Title I transfer school.
- B. Receiving school is the approved Title I transfer school that the student has been assigned.
- C. Records personnel are school personnel designated by the principals from the sending schools and receiving schools to be the contact persons for the Title I transfer liaison and the school pupil personnel worker.

#### 2. Records Preparation and Transfer

##### A. Sending Schools

1. Beginning August 1, 2007, all Title I sending schools and receiving schools will receive regular reports indicating students that have been approved for Title I transfers. Within three (3) school days, the approved student's record is to be completed for transfer. Maryland Student Transfer forms do not need to be completed. The school record includes all cumulative records, special education records, and health records.
2. The sending school records personnel shall complete the Accountability of Title I Transfer Records form, PS 526, F1, for on-site review by the school pupil personnel worker. Any records that are incomplete or missing are to be noted as such on the Accountability of Title I Transfer Records Form. After on-site review at the sending school, the pupil personnel worker will hand carry the record to the receiving school principal or the principal's designee.

3. Record transfer will take place weekly until the process is complete. The Accountability of Title I Transfer Records form will be included with records provided to each receiving school, noting the date the record was delivered. A copy will be provided to the sending school principal. Pupil personnel workers will provide the homeless education/Title I liaison the Accountability of Title I Transfer Records form by e-mail or fax after each record distribution. Records are not to be distributed in any other manner unless approval has been received from the Title I transfer liaison.

**B. Receiving School Records**

1. Upon receipt of records by the receiving school, school personnel designated by the principal should review all records noting any discrepancies or missing records on the Accountability of Title I Transfer Records Form. A copy of this form is to be e-mailed to the Title I Transfer liaison after the receipt of records
2. In the event that records are incomplete or not provided to the receiving school, the receiving school principal or the principal's designee is to contact the principal or designee from the sending school to request that this information be sent in an expeditious manner. Pupil personnel workers will continue to assist principals with the transfer of records.
3. The Title I liaison will work in collaboration with sending and receiving schools and pupil personnel workers to ensure the expeditious transfer of records.