

Baltimore County Public Schools: Transfer of Educational Records for Students in State-Supervised Care



Important Contact Information

Department of Student Support Services
Office of Pupil Personnel Services
Residency Liaison
9610 Pulaski Park Drive, Suite 219
Baltimore, Maryland 21220
410-887-6403

- ◆ Responsibilities
- ◆ Rights
- ◆ Resources



*Joe A. Hairston, Superintendent
Department of Student Support Services
Office of Pupil Personnel Services
Residency Liaison*

HOW WILL A STUDENT'S EDUCATIONAL RECORD BE TRANSFERRED BETWEEN SCHOOLS?

According to the Code of Maryland Regulations, 13A.08.07, the transfer of a student's record under state-supervised care must occur within five school days. Requirements exist for placement agencies, sending schools, and receiving schools for meeting this timeline as detailed below.

PLACEMENT AGENCIES:

- Must notify school prior to or concurrent with the placement of the student that enrollment is imminent.

RECEIVING SCHOOLS:

- Must provide the student or the responsible adult acting on behalf of the student with a copy of this pamphlet.
- Must, unless otherwise noted in court documents, allow the birth parent of a student in state-supervised care to participate in the educational decision making for the student.
- Must inform the sending school of the impending enrollment within **two school days** of notification from the placement agency.
- Must request, in writing, the student's educational record from the sending school within **two schools days** of notification from the placement agency.
- Must provide the student or the responsible adult acting on behalf of the student with a copy of the written request for the educational record.
- Must notify the student or the responsible adult acting on behalf of the student of the dispute resolution process.
- Must inform the student or the responsible adult acting on behalf of the student of the above rights.

SENDING SCHOOLS:

- Must immediately inform the receiving student orally of the grade level in which the student under state-supervised care was last enrolled.
- Must immediately inform the receiving school orally of the student's status under the Rehabilitation Act of 1973 or the Individuals with Disabilities Act.
- Must deliver to the receiving school by mail, hand, or electronically within **three school days**, the student's withdrawal or transfer, academic, discipline, and immunization record plus Section 504 and IEP documents, if applicable.

Dispute Resolution Process

If a student or the responsible adult acting on behalf of the student in state-supervised care believes that any of the above rights/procedures have not occurred in a proper or timely fashion, that individual may file an appeal.

- Appeals must be made in writing using the form, "Appeal to the Residency Liaison Regarding the Transfer of Students' Records."
- Appeals must be mailed to the Office of the Residency Liaison, 9610 Pulaski Park Drive, Suite 219, Baltimore, MD 21220, or faxed to that office at 410-918-9329.
- Student must remain enrolled during an appeal.
- All appeals will be completed within twenty school days after the filing of the appeal form.

For homeless students, school principals or their designees must refer to Pupil Services 512, "Procedures for the Education of Homeless Student and Youth," in the BCPS Pupil Services Manual. For the enrollment of homeless students, school principals or their designees should make immediate contact with the pupil personnel worker or school-based homeless liaison.